

Fair Processing / Privacy Notice

Introduction

Everyone has rights with regard to the way in which their personal data is handled. During the course of our activities we will collect, store and process personal data about our Learners and other third parties.

Why we collect and process the data collected.

Data is collected and processed with the relevant organisations or awarding bodies for the purpose of recording completed training hours and the issuing of certificates, this can be via: post, fax, e-mail or via the web based online registration system where applicable.

How we collect personal data.

We collect personal data from and about you when you contact us for information on the services we provide, we use different methods to collect data including: direct interaction, you may give us your name and contact details and payment information by filling in forms or by corresponding with us by post, phone, email or otherwise.

Who will have access to your data:

Only BTS employees and those awarding bodies associated with the course will have access to your personal data, this may also, in turn, be shared with member state authorities to verify that training has been completed, included in this are any and all awarding bodies or organisations associated with your course, including: DSA/DVSA, SQA, JAUP, ECITB, IOSH, RTITB, NPORS, UKATA, IPAF, PASMA, Qualifications Network, CITB & CSkills.

Information is not shared with any unconnected third party organisations.

Transferring personal data to a country outside the EEA

Candidates who attend the CSCS Internet Based Test must be aware of the following:

Personal information, such as name, date of birth, address, NI number and test results will be transmitted, processed and stored by Construction Skills and by Pearson Vue Testing System, which resides in the United States of America.

How long are your details kept:

Due to the various awarding bodies requirements on retention periods, we will only keep your paper records for a maximum period of 7 years, electronic data will be kept indefinitely for the purpose of further services including confirmation of awards & certificate reprints where possible.

Keeping your personal data secure:

We're committed to keeping your personal data secure and have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed

Your rights.

- Under the data protection legislation, you have the right:
- to access the personal data BTS holds on you;
- require us to rectify inaccuracies in that data;
- to (in certain circumstances) object to or restrict processing;
- for (in certain circumstances) your data to be 'erased';
- to lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection.

If you wish to exercise any of the rights set out above or if you have any questions or a complaint, please contact us.

The contact details for the Information Commissioner's Office are:

Telephone: 01625 545 745 or 0303 123 1113 Website: www.ico.gov.uk

Important please read carefully

If you object to any of the details being provided to BTS please discuss this with a member of staff. All of the details are mandatory and if you do not wish to provide the information it will not be possible for BTS to enter your name onto the database, proceed with any CSCS test or for you to receive your recognised certification.

BTS full GDPR (General Data Protection Regulation) Statement is available on request.