

GDPR 25th May 2018 Delegate Statement

Asbestos Analysts Limited is committed to protecting and respecting your privacy.

This notice sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a new regulation which replaces the Data Protection Regulation (Directive 95/46/EC) The Regulation aims to harmonise data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework within which commercial organisations can legally operate. Even though the UK has expressed its intention to leave the EU in March 2019, the GDPR will be applicable in the UK from 25th May 2018. The Government intends for the GDPR to continue in UK law post Brexit and has also introduced a Data Protection Bill to replace the current Data Protection Act in due course. Your new rights under the GDPR are set out in this notice but will only apply once the GDPR becomes law on 25th May 2018.

Please read the following statement carefully to understand our views and practices regarding your personal data and how we will treat it.

Who we are and what we do:

We are a Health, Safety & Welfare training provider specialising in Asbestos Training, Analytical & Consultancy. We collect and store personal data for the following reasons to allow us to undertake our business and ensure that we are legally compliant;

- Identification of individual delegates
- Evidence of the type training completed and when
- Future training requirements/entry level achieved.
- Individual Certification
- Statutory requirements
- Verification purposes (HSE/EA)

We only collect information about you in order to carry out our core business and ancillary activities.

Information you give to us or we collect about you:

This is information about you, that you give us by filling in forms we have either emailed, posted or by corresponding with us via phone, text or otherwise. It includes information you provide when you register for training with ourselves, to enter our database, subscribe to our services such as reminder emails, or the offer of related serves.

The information you give us or we collect about you may include your name, address, demographic information such as post code, private and corporate e-mail address and phone number, compliance documentation, date of birth and photographs.

Information we collect about you when you visit our website or email us:

With regard to each of your visits to our site we will automatically collect the following information:

Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your email address, browser type and version.

Information about your visit, including the full Uniform Resource Locators (URL), services you viewed or searched for' page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, OTHER and any phone number used to call our customer service number.

Purposes of the processing and the legal basis for the processing:

We use information held about you in the following ways:

To carry out our obligations arising from any contracts we intend to enter into or have entered into between you and us and to provide you with the information, products and services that you request from us or we think will be of interest to you because it is relevant to your career or to your organisation.

To provide you with information about other goods and services we offer that are similar to those that you have already purchased, been provided with or enquired about.

The core service we offer to our clients and delegates is Asbestos Training, Management and Consultancy. Our legal basis for the processing of personal data is our legitimate business interests, described in more detail below, although we will also rely on consent, contract, legal obligation and consent for specific uses of data.

We will rely on consent if we have asked and you have provided it, by consenting to our T&Cs of training. We will in some circumstances rely on consent for particular uses of your data and you will be asked for your express consent, if legally required.

We will rely on contract if we have already received confirmation of your booking/instruction either by booking form or email.

We will rely on legal obligation if we are legally required to hold information on you to fulfil our legal obligations.

Our Legitimate Business Interests:

legitimate interests in collecting and retaining your personal data are described below:

As a training organisation we need to collect certain personal data about our delegates to liaise with, train and communicate with you and/or your company. We also need this data to evidence your training and in certain cases ongoing training progression. We also need this data as evidence for an enforcing body, should we be required to do so.

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Consent:

Should we want or need to rely on consent to lawfully process your data we will request your consent orally, by email or by an online process for the specific activity we require consent for and record your response on our system. Where consent is the lawful basis for our processing you have the right to withdraw your consent to this particular processing at any time.

Other Uses we will make of your data:

- Use of our website;
- To notify you about changes to our service;

We will use this information:

- To administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- To improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- To allow you to participate in interactive features of our service, when you choose to do so;
- As part of our efforts to keep our site safe and secure;
- To measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
- To make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.

We will disclose your personal information to third parties as follows:

UKAS -for the purpose of storing and producing certificates of training. Our contracted IT company who will support and maintain our website and our secure servers. We will NOT share your data with any other third party.

Where we store and process your personal data:

The data that we collect from you may/will be transferred to, and stored at, a destination within the European Economic Area ("EEA"). All information you provide to us is stored on our secure servers. All of our computers within the offices are password activated.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted from our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Retention of your data:

We understand our legal duty to retain accurate data and only retain personal data for as long as we need it for our legitimate business interests and that you are happy for us to do so accordingly, we run data routines to remove data that we no longer have a legitimate business interest in maintaining.

The criteria we use to determine whether we should retain your personal data includes:

- The nature of the personal data;
- Its relevance;
- Our legal obligations;
- whether an interview or placement has been arranged; and
- Our recruitment expertise and knowledge of the industry by country, sector and job role.

Our current retention policy is available upon request and on our website.

In brief – what does the Data Protection Act say about keeping personal data?

The Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

This is the fifth data protection principle. In practice, it means that we will need to:

- review the length of time we keep personal data;
- consider the purpose or purposes we hold the information for in deciding whether (and for how long) to retain it;
- securely delete information that is no longer needed for this purpose or these purposes; and
- update, archive or securely delete information if it goes out of date.

The GDPR provides you with the following rights. To:

- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party in certain formats, if practicable.

- **Make a complaint** to a supervisory body which in the United Kingdom is the Information Commissioner's Office. The ICO can be contacted through this link: <https://ico.org.uk/concerns/>

The Data Protection Act 1998 and the GDPR give you the right to access information held about you. We also encourage you to contact us to ensure your data is accurate and complete.

How can I access or correct information that you hold about the company?

We will need an email from your company's main contact(s) in order to make available/amend any details that we hold, this provides an auditable trail of the request and any actions that may arise from such a request. Emails should be directed to your usual contact in the first instance. We reserve the right to make an administration charge of £20.00 if the request leads to unusually detailed or lengthy amendments having to be carried out.

In order to protect your privacy and security, we will always take reasonable steps to verify your identity before making any amendments to your details. If you are dissatisfied with the manner in which your personal data is collected or used, you may contact the Information Commissioner's Office.

If you have any further questions, please do not hesitate to contact our Data Protection Officer

Jacqui Royall

Director

01763 787 780

jacqui@airsamples.co.uk

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Changes to our privacy policy.

Any changes we make to our privacy notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please ensure that you check back frequently to see any updates or changes to our privacy notice.