



Integrated Management System Privacy Notice

Document ASLP14

Iss.1 **Live**

Page 1 of 6


Privacy Notice

This Notice Explains how ASL (Highway Electrical) Training Ltd use the personal information collected from you, or provided to ASL to process the associated functions. It also describes how long the information is kept for and the limited circumstances in which we might disclose it to third parties.

Personal Details We Hold

ASL (Highway Electrical) Training manages the following types of personal information routes, which allow the ASL to manage and support a range of provisions on behalf of our clients;

1. **Training**; Client provided employee information for notification of training course attendance, this includes Learner Name, Reasonable Adjustments and HERS status.
2. **NVQ**; Client provided employee information for the registration of Learners on the Awarding Body (Lantra Awards) qualification registration system (further details on their privacy notice can be obtain from Lantra Awards). Information collected will include, Learner Name, Date of Birth, Ethnic Code, Gender and postcode. Where applicable information will be provided to Practical Performance Assessment Centres, information will include (ULN as applicable) Name, Awarding Body Learner Registration Number and name of employer.
3. **HERS Portfolios**; – Client provided employee information and evidence held within the HERS portfolios. Information provided includes operative name, gender, date of birth, National Insurance Number and name of employing company.

	<p style="text-align: center;">Integrated Management System Privacy Notice</p>	Document ASLP14	
		Iss.1 Live	Page 2 of 6

Length of Time Held

In order to comply with the General Data Protection Regulations, your details will only be kept for the shortest time required. This will vary according to the type of data being held, and within which function.

- For Training evidence course information is stored for 5 years
- For NVQ, Portfolios returned, scanned and held on the e-portfolio system, achievement record and details held for 5 years.
- HERS Portfolio information is managed in an ongoing fluid way, where the client instruct us to collect evidence and check evidence on their behalf.

The only exceptions to this are where:

- the law requires us to hold your personal information for a longer period, or delete it sooner;
- you exercise your right to have the information erased (where it applies) and we do not need to hold it in connection with any of the reasons permitted or required under the law;
- we bring or defend a legal claim or other proceedings during the period we retain your personal information, in which case we will retain your personal information until those proceedings have concluded and no further appeals are possible; or
- in limited cases, existing or future law or a court or regulator requires us to keep your personal information for a longer or shorter period.



**Integrated Management System
Privacy Notice**

Document ASLP14

Iss.1 **Live**

Page 3 of 6

Data Protection says that we are allowed to use and share your personal data only where we have a proper reason to do so. The law says we must have one or more of these reasons and these are:

- **Contract** - your personal information is processed in order to fulfil a contractual arrangement e.g. training or qualification.
- **Consent** – where you agree to us using your information in this way e.g. for storing your registration details, qualification registration, certification
- **Legitimate Interests** - this means the interests of ASL in managing our business to allow us to provide you with the best products and service in the most secure and appropriate way. Eg Portfolio Management
- **Legal Obligation** – where there is statutory or other legal requirement to share the information e.g. when we have to share your information for law enforcement purposes.

Here is a list of the ways that we may use your personal information, and which of the reasons described above we rely on to do so. Where we list legitimate interests as a reason, we also describe below what we believe these legitimate interests are.

What We Use Your Personal Information for	Our Reasons (Legal Basis)	Explanation of Legitimate Interests
To Set up your Portfolio Account	Legitimate Interest	To ensure efficiency of dealing with this activity
Storage of payment details	Consent	None



**Integrated Management System
Privacy Notice**

Document ASLP14

Iss.1 **Live**

Page 4 of 6

Communications to inform you of courses, updates, website updates, new services and safety notices	Legitimate Interest	Improving customer awareness
Contact you to undertake customer satisfaction surveys	Legitimate Interest	Develop and inform the ASL on possible improvements
Qualification Registrations	Legitimate Interest, Consent	To meet the requirements of the Awarding Body


How to Access Your Details

If you wish to see full details of the information held or for all other enquiries, and to initiate a subject access request email ross.woodward@asltrainingltd.co.uk

Sharing Personal Information

ASL will not share your information to any other third party, except under the following situations;

- As required in support of HSE investigations
- To Awarding Bodies for Learner registration for qualifications/courses
- To HEA for auditing purposes when instructed by client.

	<p style="text-align: center;">Integrated Management System Privacy Notice</p>	Document ASLP14	
		Iss.1 Live	Page 5 of 6

Data Controller and Data Processing

ASL have fully committed to the adherence of the General Data Protection Regulations (GDPR). For the collection and processing of personal data, the following applies;

Collection of Data

Collected data will be held within secure electronic storage systems (Google).

Data Controller: ASL Director - Ross Woodward

Email ross.woodward@asltrainingltd.co.uk

Processing of Data

Personal data will be stored for the shortest time necessary

Under the GDPR you have the following rights to request information from the company:

- Right of access –to request access to your personal information and information about how we process it
- Right to rectification –to have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- Right to erasure (also known as the Right to be Forgotten) – to have your personal information erased.
- Right to restriction of processing – to restrict processing of your personal information
- Right to data portability - to electronically move, copy or transfer your personal information in a standard form



**Integrated Management System
Privacy Notice**

Document ASLP14

Iss.1 **Live**

Page 6 of 6

- Right to object - to object to processing of your personal information
- Rights with regards to automated individual decision making, including profiling
–rights relating to automated decision making, including profiling

Signature:

A handwritten signature in black ink, appearing to read 'R. Wood', with a stylized flourish at the end.

Date: 8th October 2018

Position: Learning and Development Director