

C&D Access Ltd

Data Protection Policy

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1.4	26.08.2020	Ana Gamarra	Spencer Clift	Released

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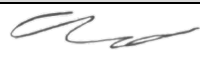


Rev	Date	Amendment	Amended by	Signature
1.2	04.01.2020	Management Review	Spencer Clift	
1.3	14.08.2020	Change to data protection	Spencer Clift	
1.4	26.08.2020	Change to Data Protection Act 2018	Spencer Clift	

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Introduction

This Data Protection Policy sets out how C&D Access Limited uses and protects any information that you give us when you using our website, booking training, submitting personal data, as on induction forms, CVs, etc. of which is collected by CCTV.

We are committed to ensuring that your privacy is protected and that we are compliant with the European General Data Protection Regulation.

C&D Access may change this Policy at any time. When using our website, you should check regularly to ensure that you are happy with any changes. This policy is effective from 25th May 2018, amended on 26th August 2020.

Data Protection Act 2018

The information you give us, including your Curriculum Vitae; home address; telephone numbers and e-mail addresses, are termed “personal data” under the Data Protection Act 2018. We must therefore follow the principles set out in that Act when we process your personal data. All the personal data that we obtain from you is held on our database. C&D Access Limited is a “data controller” for the purposes of the Data Protection Act.

C&D Access are committed to the rules of data protection and abiding by eight data protection principles. These are the principles that must be satisfied when obtaining, handling, processing, moving and the storage of personal data.

- ✓ Data must be obtained and processed fairly and lawfully
- ✓ Data must be obtained for a specified and lawful purpose
- ✓ Data must be adequate, relevant and not excessive for its collection purpose
- ✓ Data must be accurate and kept up to date
- ✓ Data must not be kept for longer than is necessary for its purpose
- ✓ Data must be processed in accordance with the Data Subject’s rights
- ✓ Data must be kept safe from unauthorised access, accidental loss or destruction
- ✓ Data must not be transferred to a country outside the European Economic Area

You have the rights associated with your data:

- ✓ The right to be informed
- ✓ The right of access
- ✓ The right to rectification
- ✓ The right to erasure
- ✓ The right to restrict processing

- ✓ The right to data portability
- ✓ The right to object
- ✓ Rights in relation to automated decision making and profiling

What do we collect and use personal information for?

In order to:

- ✓ Provide you with information about job vacancies available through this site
- ✓ Provide you with recruitment services
- ✓ Send you information about some of our recruitment opportunities
- ✓ Comply with Awarding Bodies Regulations
- ✓ To process payments and invoices
- ✓ For accident investigation and to prevent equipment sabotage

We may need to collect and process personal information about you (including your name, e-mail address, postal address and telephone number), along with details of your employment history, education and training, bank details and medical assessment. This may include sensitive data relating to you. We may receive this information through our site or via our staff.

Although we do not make it compulsory to give us every item of information we ask for, the more information you volunteer (and the more accurate it is), the better we can tailor our services and positions for you.

We may occasionally contact you with information about some of our other recruitment opportunities that we feel may be of interest to you. This will only come from us and only if you have not objected.

For how long is the data stored?

We hold personal data for 4 years after last use and CCTV footage for 15 days.

With whom is the information shared?

We will, to the extent that it is necessary in connection with the business of the Company, pass your data to our employees and to the Awarding/Regulatory Bodies for training as required.

Data disclosed to Training Awarding Bodies is used to:

- ✓ Attribute qualifications to learners
- ✓ Produce certificates
- ✓ Receive information pertinent to qualifications

- ✓ Monitor qualifications to ensure equality and inclusivity

We may disclose personal information, if required to do so by law or if we believe that such action is necessary, to protect and defend the rights, property or safety of our Company, its staff, the site or its visitors.

Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Course registrations (which includes, name, address, contact details, ethnicity, signature) are removed from sight and access of other course candidates immediately after completion.

Destruction

C&D Access will ensure it destroys data in a confidential manner i.e. shredding of paper documents, deletion/pseudonymization of digital records from computer systems and will ensure it does not retain data longer than is required for its purpose.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following way:

If you have previously agreed to us using your personal information, you may change your mind at any time by writing to or emailing us at hr@cdais.co.uk

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you, please contact C&D Access Ltd.

If you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible. We will promptly correct any information found to be incorrect.

Your acceptance of these terms

By using our website and providing us with your personal data, you consent to the collection and use of this information by the Company and to our Data Protection Policy.

Breaches of Data Protection

Breaches or suspected breaches should be reported to info@cdais.co.uk who will make the necessary investigations and provide a response to the informant within 3 weeks [15 working days] of receipt.

Your rights

You have a legal right to a copy of all the personal information about you held by us. You also have a right to correct any errors in that information. Please e-mail any questions, comments you have about these policies, or requests not to receive details of future recruitment opportunities to hr@cdais.co.uk

Spencer Clift
Managing Director



August 2020