

TREEVOLUTION SCOTLAND

DATA PROTECTION POLICY

1 Data Protection Policy and GDPR

This policy outlines individuals' rights under GDPR legislation and how personal data is collected and stored within the operation of Treevolution Scotland.

2 GDPR

GDPR legislation came into effect on 25 May 2018. Below are the following rights of individuals regarding personal 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
- The rights in relation to automated decision making and profiling

3 TREEVOLUTION SCOTLAND – USE OF PERSONAL DATA

We obtain the following categories of personal data from candidates which is not a publicly accessible source:

- Contact details
- Address
- Date of birth
- Photograph

Below are details about the purposes for which personal data may be processed together with details of an individual's rights in relation to the processing of this data.

3.1 THE PURPOSES FOR WHICH PERSONAL DATA WILL BE PROCESSED

We need to process personal data for the purposes of providing training and certification confirmation from LANTRA and City & Guilds respectively. We also need to process data from employees.

3.2 THE BASIS FOR PROCESSING PERSONAL DATA

We are required to process certain categories of personal data in order to comply with our role as a training provider/employer. An individual is not under any obligation to provide personal data, but if they do not, we may be unable to record training and provide certification for that individual.

We rely on the individual's consent to process data for the purposes of sending direct marketing by email or SMS (text message), to use cookies when individual's visit our website, or to process sensitive personal data.

3.3 SHARING PERSONAL DATA

Personal information will be processed by our staff in order to provide our training and certification services. We require to provide LANTRA and City & Guilds (through the assessment processing centre Ringlink) with certain categories of personal data and they are similarly under an obligation to process it in accordance with relevant data protection legislation.

We will not share personal data with any other organisation.

3.4 ACCURACY OF DATA

We will endeavour to keep personal data accurate and up to date and will only process it for the specific purposes notified above. Data that is inaccurate or out of date will be deleted. Individuals should contact us if their personal details change or if they become aware of any inaccuracies in the personal data we hold about them..

3.5 RETAINING DATA

We are required by LANTRA to hold data for a minimum of 3 years. After this time, if the individual has given consent to receive further information on training courses, we will retain that individual's contact details only.

Data provided to Ringlink for the purposes of assessment through City & Guilds will be deleted after a period of 3 years.

If after a period of 3 years, an individual has not given us consent to contact them with further training opportunities, their data will be deleted.

We will not store data for any longer than is necessary to comply with our legitimate business interests.

All employees will ensure that when they are managing and handling personal information they adhere to this policy.

3.6 STORAGE OF DATA

Electronic data is on a database which is password protected. Archived records are stored securely in a locked area. Servers and computers/phones are protected by security software.

4 DATA SECURITY

We will ensure that appropriate measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data. We have in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction.

We will only transfer personal data to a third party ie. LANTRA, Ringlink after ensuring that they have adequate data protection measures prior to receiving it. Maintaining data security

means guaranteeing the confidentiality, integrity and availability (for authorised purposes) of the personal data.

6 PRIVACY STATEMENT

A privacy statement relating to this policy can be found on the Treevolution Scotland website www.trevolution-scotland.co.uk

7 DIRECT MARKETING

We would like to use individual's contact details to contact them about suitable training opportunities which we think may be of interest to them. However we will not contact individuals with marketing material unless they expressly and actively consent to our doing so, and they have the right to unsubscribe at any time.

8 FURTHER INFORMATION

Any information about the way in which we process data or reporting of a complaint or a data breach, should be notified to the Business Development Manager, Treevolution Scotland, karen@treevolution-scotland.co.uk as soon as possible. All enquiries will be responded to as quickly as possible and all data breaches will be taken very seriously.

If for any reason an individual is dissatisfied with the way in which their personal data has been processed, they can complain to the Information Commissioner's Office (ICO), the supervisory authority in the UK for data protection on 0303 123 1113 or at <https://ico.org.uk/concerns/>.