

# British Safety Council

## Data Retention Policy



### Introduction

The British Safety Council is committed to privacy and the security of personal data.

This policy applies to all personal data we collect and is compliant with current data protection law, in particular the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

### Who are we?

We are a company limited by guarantee (registered number 4618713) and a registered charity (charity number 1097271). Our registered address is 70 Chancellors Road, London W6 9RS.

### How do we collect personal data?

- a) When you share it with us directly; for example, when you communicate with us by email.
- b) When we obtain it indirectly.

### What personal data do we collect?

- a) Personal details such as name, gender, date of birth, home address and email address. These allow us to identify you as a learner.
- b) Financial details such as debit/credit card information if you make a payment directly to us. Debit/credit card information is deleted once the transaction is completed.

### Do we collect special categories of data?

The General Data Protection Regulation (GDPR) recognises certain categories of personal information as sensitive, for example information about a learner's health. In certain situations, we collect special categories of data so that we can make arrangements for reasonable adjustments and/or special consideration. We only process special categories of data if there is a valid reason for doing so and where the GDPR allows us to do so.

## **On what legal basis do we process personal data?**

We process personal data on the grounds of our legitimate interest in delivering; on the grounds of fulfilment of a contract; and in accordance with our legal obligations, including regulatory requirements. Where we process special category data we do so on the grounds of consent.

## **How do we store and protect personal data?**

We store personal data within a secure IT infrastructure. Access to personal data is only given to those who have a business need to know it. Such persons are subject to a duty of confidentiality.

## **Who do we share personal data with?**

Personal data is only transferred to the extent that this is necessary. Recipients are:

- legal advisers to the extent they need to see your personal data to provide us with legal advice;
- law enforcement agencies.

## **How long do we keep personal data for?**

Personal data is kept for a period of 7 years from the date that the final result is issued for a particular qualification in order to be able to respond to requests to verify learner achievement. In certain circumstances, we may retain data for more than 7 years, for example where required to do so by the regulator or as part of an investigation.

## **What are your rights?**

You have various rights under data privacy legislation. These include:

- Right to access – you can ask us to confirm what personal information we hold about you and to request a copy of that personal information.
- Right to rectification – you can ask us to correct any data we hold about you that's inaccurate.
- Right to erasure – you can ask us to delete personal data we hold about you. This doesn't apply if it would prevent the performance of a contract with you or if there's another legal requirement for us to keep your data.
- Right to restrict processing – you can ask for processing of your personal information to be restricted if there is disagreement about its accuracy or legitimate usage.
- Right to data portability – you can ask us to provide your personal data to you, or another service provider, in a machine-readable format.
- Right to object – you have the right to object to us processing your personal data.
- Right to complain – if you think we have processed your personal data unlawfully or that we have not complied with GDPR, you can report your concerns to the supervisory authority in your jurisdiction. The supervisory authority in the UK is the Information Commissioner's Office (ICO).

## **Contact details for this policy**

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