



SCB Training Services Ltd

General Data Protection Regulation (GDPR)

Privacy Statement

Protecting your personal information is extremely important to SCB Training Services.

Especially important to our customers and training delegates who attend our training/assessment events and provide us with personal information.

What is Personal Information?

When we talk about personal information we mean information about an individual that can identify them, like their name, date of birth, address or e-mail address etc.

Where Do We Get Our Information From?

Information you give us directly when you fill in the course attendance record sheet and/or awarding body registration documentation or Information received directly from an employer.

How Do We Use Your Information?

We use personal information that we hold about you to provide you and your employer with training certification.

Who Do We Share Your Personal Information With?

We'll only disclose your personal information to national awarding bodies such as City & Guilds and SQA. And to national registration authorities SWQR and NEREO. Personal information is required to issue the appropriate certification and registration cards by national awarding bodies and registration authorities.

How Long Do We Keep Your Information For?

We'll only keep your personal information in accordance with awarding body retention policies.

You're Rights

You have rights under data protection law that relate to the way we process your personal data. More information on these rights can be found over leaf.



SCB Training Services Ltd

You're Rights;

- 1) The right to access the personal data that we hold on you.
- 2) The right to make us correct any inaccurate personal data we hold about you.
- 3) The right to make us erase any personal data we hold about you, this right will only apply where for example;
 - We no longer need to use the personal data to achieve the purpose we collected it for.
 - You withdraw your consent if we're using your personal data based on that consent.
 - Where you object to the way we use your data and there is no overriding legitimate interest.
- 4) The right to restrict our processing of the personal data we hold about you, this right will only apply where for example;
 - You dispute the accuracy of the personal data we hold.
 - You would like your data erased but we require to hold it in order to stop its processing.
 - Where we no longer need to use the personal data to achieve the purpose we collected it for.

Consent

We require your consent to use your personal data for the processing of your training/assessment certification. This is one reason that we require you to fill in the attendance record.

If you wish to withdraw your consent for use to use your data to process your certifications please inform the course trainer or alternately contact;

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