

LEPPITT ASSOCIATES - PRIVACY POLICY

Introduction

Leppitt Associates is committed to data security and the fair and transparent processing of personal data. This privacy policy (**Policy**) shows how we comply with the General Data Protection Regulation (EU) 2016/679 (**GDPR**) by explaining: how and why we collect, store, use and share personal data; your rights in relation to your personal data; and how to contact us in the event that you would like to report a concern about the way in which we process your data.

Who are we?

Leppitt Associates is a Partnership registered with the Information Commissioners Office: (registration number ZA483764). Our address is

Yetta,
Mount
Bodmin
Cornwall
PL30 4EZ

For the purposes of the GDPR, Leppitt Associates is the ‘controller’ of the personal data you provide to us.

If you have any queries about this Policy and how it affects your rights please contact us at: *leppitt-associates@live.com* or write to us at the address above.

Leppitt Associates owns and operates its own web site (www.leppitt-associates.co.uk) and a copy of this policy is available therein.

What personal data do we collect?

We may collect and process personal data if you:

- complete an application form (e.g. WAMITAB registration, planning and environmental permit/exemption applications);
- ask us to work on your site;
- correspond with us by phone, e-mail, or in writing;
- undertake a complaints procedure for WAMITAB;
- sign up to receive our communications.

Your personal data will include some or all of:

- name
- date of birth
- e-mail address
- postal address (home and work)
- telephone number (home and work)
- gender
- ethnicity
- employment status (full time, part time or unemployed)
- WAMITAB award type and previous awards if relevant
- and a copy of your ID.

WAMITAB learners need to confirm they have read the WAMITAB Fair Processing Notice <https://wamitab.org.uk/wp-content/uploads/2018/05/GDPR03-Learner-Fair-Processing-Notice-1.pdf>, which is part of the registration process at Leppitt Associates.

During your assessment for WAMITAB we collect and store electronically video/portfolio evidence as well as assessment paperwork. This will be retained for a period of three years, after which your information is deleted.

Information we receive from other sources

If you are a prospective learner, we may also receive information about you from your employer during registration for an award.

Sensitive personal data

WAMITAB require you to complete their **Equality and Diversity Monitoring Data** form when you register with our centre. Information on the form is treated with the strictest confidence by Leppitt Associates.

If you provide us with sensitive information relating to specific learning requirements it is only used to provide you with the best learning opportunities

How do we use your personal data?

When we ask you to supply us with personal data we will make it clear whether this optional or obligatory (e.g. in fulfilment of the terms of a contract).

We may use your personal data to communicate with you to:

- Respond to your inquiries
- provide a reminder that your award needs renewing;
- Provide you with information or request action in response to technical, security, and waste industry issues including employment
- communicate with you in relation to any issues, complaints, or disputes.

NOTE: you have the right to object to the processing of your personal data (see Your Rights).

Where required by law: we may also process/divulge your personal data if required by law, including responding to requests by government or law enforcement authorities, or for the prevention of crime or fraud.

Who do we share your personal data with?

We take all reasonable steps to ensure that our staff protect your personal data and are aware of their information security obligations. We limit access to your personal data to those who have a genuine business need to know it. We may also share your personal data with trusted third parties including:

- WAMITAB;
- legal and other professional advisers; and
- law enforcement or other authorities (such as the EA) if required by applicable law/duo process.

If applicable, we will ensure there is a contract in place with the categories of recipients listed above which include obligations in relation to the confidentiality, security, and lawful processing of any personal data shared with them.

How long will we keep your personal data?

If you have registered as a WAMITAB Learner, we will retain your personal data for the duration of the assessment period, and for a period of three years following its termination or on issue of the WAMITAB certificate. This allows us comply with any contractual, legal, audit and other regulatory requirements, or any orders from competent courts or authorities.

If you request, we will retain basic information for us to be able to contact you every two years to remind you of Continuing Competence dates.

Where do we store your personal data and how is it protected?

We take reasonable steps to protect your personal data from loss or destruction. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access.

Your rights

Under the GDPR, you have various rights with respect to our use of your personal data. If you wish to contact us regarding exercising any of these rights please use the contact details given in the “Who are we” section on page 1.

Right to Access

You have the right to request by email a copy of the personal data that we hold about you. We will respond within one calendar month of request. Please note that there are exceptions to this right. We may be unable to make all information available to you if, for example, making the information available to you would reveal personal data about another person, if we are legally prevented from disclosing such information, or, if your request is manifestly unfounded or excessive.

Right to rectification

We aim to keep your personal data accurate and complete. We encourage you to contact us using the contact details provided to let us know if any of your personal data is not accurate or if it changes, so that we can keep your personal data up-to-date.

Right to erasure

You have the right to request the deletion of your personal data where, for example: the personal data are no longer necessary for the purposes for which they were collected; where you withdraw your consent to processing; where there is no overriding legitimate interest for us to continue to process your personal data; or your personal data has been unlawfully processed.

Right to object

In certain circumstances, you have the right to object to the processing of your personal data where, for example, your personal data is being processed on the basis of legitimate interests and there is no overriding legitimate interest for us to continue to process your personal data.

Right to restrict processing

In certain circumstances, you have the right to request that we restrict the further processing of your personal data. This right arises where, for example, you have contested the accuracy of the personal data we hold about you and we are verifying the information, you have objected to processing based on legitimate interests and we are considering whether there are any overriding legitimate interests, or the processing is unlawful and you elect that processing is restricted rather than deleted.

Right to data portability

In certain circumstances, you have the right to request that some of your personal data is provided to you, or to another data controller, in a commonly used, machine-readable format. This right arises where you have provided your personal data to us, the processing is based on consent or the performance of a contract, and processing is carried out by automated means.

Please note that the GDPR sets out exceptions to these rights. If we are unable to comply with your request due to an exception we will explain this to you in our response.

Complaints

If you believe that your data protection rights may have been breached, and we have been unable to resolve your concern, you may lodge a complaint with the applicable supervisory authority or to seek a remedy through the courts. Please visit <https://ico.org.uk/concerns/> for more information on how to report a concern to the UK Information Commissioner's Office.

Changes to our Policy

Any changes we may make to our Policy in the future will be posted on our website. Please check back frequently to see any updates or changes to our Policy.