

- Electrical Safety Advice, Training, Refresher Training & Audits
- City & Guilds, IOSH & SPA Accredited Training Provider
- BESS: Access, Movement and Egress Training & Assessments
- Bespoke Electrical Safety Rules and Procedures
- Arc Flash Hazard Studies, Awareness Training & Software

# DATA PRIVACY NOTICE FOR CLIENTS AND SUPPLIERS

The policy of  
Electrical Safety UK Ltd

POL-Y1-015-0

**Date Issued:** 01 May 2018  
**Document Owner:** Rebecca Frain  
**Applies to:** All ESUK employees

# DOCUMENT HISTORY

Document Ref	Rev. No.	Detail	Owner	Date
POL-Y1-015-0	0	Document Created	R Frain	01/05/2018

## Table of Contents

- 1 Introduction ..... 3
- 2 Definitions ..... 3
- 3 Who are we? ..... 3
- 4 The purpose(s) of processing your personal data ..... 4
- 5 The categories of personal data concerned ..... 4
- 6 What is our legal basis for processing your personal data? ..... 4
- 7 Sharing your personal data ..... 4
- 8 How long do we keep your personal data? ..... 4
- 9 Providing us with your personal data ..... 5
- 10 Your rights and your personal data ..... 5
- 11 Transfer of Data Abroad ..... 5
- 12 Automated Decision Making ..... 5
- 13 Further processing ..... 5
- 14 Changes to our privacy policy ..... 5
- 15 How to make a complaint ..... 6

# DATA PRIVACY NOTICE FOR CLIENTS AND SUPPLIERS

---

## 1 Introduction

---

Electrical Safety UK Limited ("We") are committed to protecting and respecting your privacy.

This policy (together with our terms of use [INSERT AS LINK TO WEBSITE TERMS OF USE] and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (the "GDPR").

## 2 Definitions

---

**Data controller** - A controller determines the purposes and means of processing personal data.

**Data processor** - A processor is responsible for processing personal data on behalf of a controller.

**Data subject** – Natural person

### Categories of data: Personal data and special categories of personal data

**Personal data** - The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

**Special categories personal data** - The GDPR refers to sensitive personal data as 'special categories of personal data' (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

**Processing** - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**Third party** - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

## 3 Who are we?

---

Electrical Safety UK Limited is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are:

2 Genesis Business Park,  
Sheffield Road,  
Rotherham,  
S60 1DX  
01709 961 666  
[info@elecsafety.co.uk](mailto:info@elecsafety.co.uk)

For all data matters contact the Data Protection Officer Rebecca Frain on 01709 961 666 or [becky.frain@elecsafety.co.uk](mailto:becky.frain@elecsafety.co.uk).

# DATA PRIVACY NOTICE FOR CLIENTS AND SUPPLIERS

---

## 4 The purpose(s) of processing your personal data

---

We use your personal data for the following purposes:

- Processing Orders,
- Ongoing Contract Communications,
- Notification of Renewal of previously acquired Training/Assessment
- Optional Marketing Communications

## 5 The categories of personal data concerned

---

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

- Personal data including Name, Address, Email Address, Mobile Telephone, Main Telephone, Date of Birth, NI Number, Previous Training qualifications

We do not collect Special categories of data.

ESUK will only collect personal data that is necessary for the purposes of processing new orders and or training requirements. Personal data will generally only be collected directly from you.

## 6 What is our legal basis for processing your personal data?

---

Our lawful basis for processing your general personal data:

- Consent of the data subject;
- Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract

## 7 Sharing your personal data

---

Your personal data will be treated as strictly confidential, and will be shared only with:

- Training Department – Your data may be shared with an external awarding body for the purposes of learning, assessment, and certification. This will only occur once written consent is provided from you when signing up to the training course.
- Consultancy Department - Your data may be shared with selected third parties upon completion of contract. This will only occur once written consent is provided from you at the project closeout meeting.

ESUK aim to ensure that these third parties have sufficient data security measures in place when handling your data, and we ensure constant monitoring of these measures.

## 8 How long do we keep your personal data?

---

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes; using the following criteria to determine how long to retain your personal data.

- **Training Course renewal** – Where a training course has a period of validity. Our Training courses will be time limited for a renewal to be taken following defined number of years, set by the awarding body. We will keep data for this period of validity as per guidelines from the awarding body.
- **Risk Assessment / Consultancy Renewal** – Where plans have been agreed and consent sought for periodic renewals of Consultancy based reports & studies. Your personal data will be kept for the period that the agreement is made.
- **In the case of any legal claims/complaints**

# DATA PRIVACY NOTICE FOR CLIENTS AND SUPPLIERS

---

## 9 Providing us with your personal data

---

You are under no statutory or contractual requirement or obligation to provide us with your personal data. We require your personal data as it is a requirement necessary to enter into a contract. But failure to provide relevant personal data may result in;

- Awarding Bodies refusing to provide qualifications following completion of training / assessment.
- Requirements necessary to enter into a contract not being present, which may result being unable to render services.

## 10 Your rights and your personal data

---

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to withdraw your consent to the processing at any time, where consent was your lawful basis for processing the data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

## 11 Transfer of Data Abroad

---

We do not transfer personal data outside the EEA.

## 12 Automated Decision Making

---

We do not use any form of automated decision making in our business.

## 13 Further processing

---

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

## 14 Changes to our privacy policy

---

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

## 15 How to make a complaint

---

For all data matters contact the Data Protection Officer Rebecca Frain on 01709 961 666 or [becky.frain@elecsafety.co.uk](mailto:becky.frain@elecsafety.co.uk).

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.