Brunel Health and Safety Training Providers Privacy Notice

Brunel University London (BUL) is a "data controller" which means we have to tell you certain information when asking for your personal information.

If you have any queries about this Privacy Notice or how we use your personal information, please contact the Health and Safety Training Department in the first instance (Brunel Health and Safety). If you do not receive a satisfactory answer, you can contact the Data Protection Officer (Mary Liddell) at data-protection@brunel.ac.uk or in writing to Brunel University London, Kingston Lane, Uxbridge, Middlesex UB8 3PH.

Personal Information we will collect about you

"Personal data" means any information which identifies (or from which we can identify) a natural person. We may collect, use, store and transfer different kinds of personal data about you, which we have grouped together as follows:

- "Identity Data", which comprises your first name, maiden name, last name, title, date of birth and gender.
- "Contact Data", which comprises your email address, address and telephone number.
- "Financial Data", which comprises the payment details you have provided to us.
- "Transaction Data", which comprises details about payments to and from you and other details of services you have purchased from us. your date of birth

We do not collect any "Special Categories" of personal data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership,

information about your health and genetic and biometric data). We do not knowingly collect and personal data about children. We also do not use any automated decision-making processes.

How we use your Personal Information

We will only process your personal information in ways that are necessary to manage your bookings and/or enquiries. In practice, this means that your personal information may be used in the following ways:

- to help us communicate with you regarding your training
- to allow you to send communications to us
- to take payments relating to your training courses
- to administer one off services as part of your booking e.g. supply of catering by Brunel's third party caterer

When will we share your personal data?

Brunel Health and Safety Training Providers works with Institution of Occupational Safety and Health (IOSH) who provide the certification and your qualification. In order to ensure that you receive your results and where applicable your qualification we must share your information with them so that they may identify you. Please see here for their Privacy Notice.

Brunel Health and Safety Training Providers also works with National Examination Board in Occupational Safety and Health (NEBOSH) who provide the certification and your qualification. In order to ensure that you receive your results and where applicable your qualification we must share your information with them so that they may identify you. Please see here for their Privacy Notice.

In line with the spirit of the General Data Protection Regulation, information will not be kept for longer than necessary. In the case of Brunel Health and Safety Training Providers, this will be a period of 15 months after your course has been completed.

Where will we store your personal data?

We are committed to the security of your information and have security procedures in place to protect the loss, misuse or alteration of information under our control. In addition, we also have security measures in place to protect the user database and access to this database which is restricted internally.

All information you provide to us is stored on our secure servers. Any payment transactions will be encrypted using SSL technology.

Your rights

You have the following rights in relation to your personal information:

- The right to access information that we hold about you. If you wish to receive a copy of the information that we hold, please contact the Data Protection Officer (details above)

- The right to ask us to change, amend or delete the information that we hold about you. You can also ask us to restrict the use we make of your information. You can use the check boxes on the forms within the app to do this or you can also request that we change, amend, delete your information or restrict our processing by emailing the Data Protection Officer or writing to us at the details above

- The right to request that your personal data is transferred by us to another organisation (data portability). Please contact the Data Protection Officer with the details of what you would like us to do and we will try our best to comply with your request

- We will not intentionally carry out any automated decision making but if the you have any questions or concerns, we would be happy to discuss them with you

Complaints

If you make a request to us under this Privacy Notice and you are unhappy with the response, you can ask for the request to be reviewed under our internal complaints procedure. If you have been through the internal complaints procedure and are still not happy with the result, then you have the right to complain to the Information Commissioner's Office. They can be contacted as follows:

Website: www.ico.org.uk

Tel: 03031231113

Add: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF