

# CEF Construction Employers Federation – CSR Card Privacy Notice

## What we need

Construction Federation Services Limited will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you. This includes your name, address, email address, telephone number, date of birth and National Insurance Number.

## Why we need it

We need to know your basic personal data in order to provide you with your Construction Skills Register (CSR) card. We will use your name, date of birth and National Insurance Number to uniquely identify your record on our database. Your address, email address and telephone number will be used to contact you about changes to the CSR Scheme and inform you of the renewal date of your card. We will not collect any personal data from you that we do not need in order to provide and oversee this service to you.

## What we do with it

We may pass your information to our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example a card printing company will produce your card and a mailing house will send you a letter when your card is due for renewal).

When we use third party service providers, we disclose only the personal information that is necessary to deliver the service. We have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to other third parties unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

All personal data is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Economic Area (EEA).

## Transfer of your information abroad

The use and disclosure of your information, including for the purpose referred to within this notice, may involve transferring your information outside of the EEA. For example, under the terms of our contract with our IT Provider, Equiniti, personal data may be transferred to India for the purposes of testing and upgrading our systems.

In those cases, except where the relevant country has been determined by the relevant public authority to ensure an adequate level of data protection, we will ensure that the transferred information is protected, for example by a data transfer agreement in the appropriate standard form approved for this purpose by the European Commission or (where applicable) relevant authority in the United Kingdom.

We will require any data processor who transfers personal data outside the EEA to put in place appropriate safeguards (\*) before doing so to make sure that your personal data is adequately protected in accordance with applicable laws, such as use of model clause agreements that have been approved by relevant regulators.

(\*) Including but not restricted to: not transferring personal data outside of the EEA until appropriate checks have been made; and

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Further details of these transfers including copies of any data transfer agreements we use are available from us on request.

### **How long we keep it**

We keep your personal data for six years and six months after your card expires, after which time it will be destroyed. This information is retained to allow you to renew your card based on previously completed assessments. Should you wish for your personal data to be deleted sooner please contact us.

### **What are your rights?**

If at any point you believe your information is incorrect you may request to see this information, and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us at Construction Federation Services Limited, 143 Malone Road, Belfast, BT9 6SX. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office (ICO).