

# PCP Education and Training

## Privacy Policy

### PURPOSE AND SAFE KEEPING

1. Data for consideration under the General Data Protection Regulations Act 2018 (GDPR) shall be considered as protecting the interests and legal rights of those whose identity is retained by PCP Education and Training Ltd. for the purposes of distributing information about courses, holding proceedings of trainings and any assessment matters deriving therefrom.
2. The Chair of the Management Board is responsible to the Directors of PCP Education and Training Ltd and is registered with the Information Commissioner's Office as the Data Controller. All members of the Management Board are regarded as Data Processors.
3. Data relating to persons in some way connected to PCP Education and Training Ltd shall not be stored on any hard drive but on specific external storage which is held by the Data Processors in an identifiably secure manner.
4. All external storage which contains data relating to persons in some way connected to PCP Education and Training Ltd shall be protected by electronic encryption or in double-locked storage. PCP Education and Training Ltd will not pass its data on to any third party.
5. This Privacy Policy shall be advertised on the our website: [www.personalconstructuk.org](http://www.personalconstructuk.org)
6. Our website: [www.personalconstructuk.org](http://www.personalconstructuk.org) contains links to other internet sites of interest, which are outside our control and are not covered by this privacy policy. Once these links are used to leave the site, PCP Education and Training Ltd cannot be responsible for the protection and privacy of any information which is provided through such linked websites. Caution must be exercised and the privacy statement applicable to the website in question examined.

### ACCESS AND RETENTION

1. Right of access is achievable by application to the Chair of the Directors of PCP Education and Training Ltd and shall be effected in reasonable time. 'Reasonable time' holds in mind that PCP Education and Training Ltd is a Not-for-Profit Company and has no employed staff, officers of the Company and its Management Board being described as acting in a 'voluntary capacity'.
2. Data relevant to a specific person may be released to themselves only after satisfactory identification or to their legal representation if similarly satisfactorily identified.
3. If any information held by PCP Education and Training Ltd is considered to be incorrect or incomplete, or if there are other data protection related queries, please contact: [info@personalconstructuk.org](mailto:info@personalconstructuk.org)

4. Complaints can be made to the Information Commissioner's Office if it is considered that a request has not been handled in an appropriate manner. For information on contacting the ICO see their website: [www.ico.org.uk](http://www.ico.org.uk)
5. The retention of data shall be solely for the business of PCP Education and Training Ltd and shall be considered to be for such time as the business of this organisation is relevant.
6. Data held on persons with a nationality other than British shall be subject to restriction engendered by data laws of the country in question.
7. The Management Board acting on behalf of the Directors of PCP Education and Training Ltd will review data management policy annually.