

## Privacy Notice

This Notice Explains how AET Training Ltd. uses personal information collected from you, or provided to AET Training Ltd in order to function as a training provider. It also describes how long the information is kept for and the limited circumstances in which we might disclose it to third parties.

### Personal information we may retain

AET Training Ltd. has identified 6 areas where we may retain personal information.

Information Retained From	Type of information we may Retain	How we use it
Clients	Contact Names, Business addresses, business email addresses, phone numbers, Bank Account details. HERS status.	For administration, processing and accounting of training provision. Legal requirements
Learners	Name, Date of Birth, Gender, Ethnic origin, special requirements (reasonable adjustments) Copies of certificates. Course results. HERS Status. Employer Name	For notification of courses. For establishing candidate suitability and prerequisites. As required by Accrediting bodies. Legal requirements
Website Visitors	Functional Cookies	For or correct functioning of website.
Accrediting Bodies	Contact names, Business Addresses, phone numbers, business email addresses, Bank Account Details	For course notification, certification, accounting and general administration of training provision and approval. Legal Requirements
ECS Test Candidates	Name, National Insurance Number, Date of Birth. Possession of ECS Card, Passport, Driving Licence or other proof of Identification. Test results. Employer Name	For ECS test Invigilation. Legal requirements
Associate Training Organisations	Contact names, Business Addresses, phone numbers, business email addresses, Bank Account Details	For purchasing Training for or on behalf of AET Training Ltd. Legal Requirements

### Length of Time Information is Held

In order to comply with the General Data Protection Regulations, your details will only be kept for the shortest time required. This will vary according to the type of data being held, and within which function.

- For Accounting purposes Information will be retained for a minimum of 6 years
- To comply with accrediting body requirements, information will be retained for a minimum of 6 years.
- For certification information will be retained for a minimum of 6 years

- For Course prerequisites information will be retained until removal requested by learner.

### **Exceptions**

The only exceptions to this are where:

- the law requires us to hold your personal information for a longer period, or delete it sooner;
- you exercise your right to have the information erased (where it applies) and we do not need to hold it in connection with any of the reasons permitted or required under the law;
- we bring or defend a legal claim or other proceedings during the period we retain your personal information, in which case we will retain your personal information until those proceedings have concluded and no further appeals are possible; or
- in limited cases, existing or future law or a court or regulator requires us to keep your personal information for a longer or shorter period. Data Sharing Data Protection says that we are allowed to use and share your personal data only where we have a proper reason to do so. The law says we must have one or more of these reasons and these are:
  - Contract - your personal information is processed in order to fulfil a contractual arrangement e.g. training or qualification.
  - Consent – where you agree to us using your information in this way e.g. for storing your course completion details, certification
  - Legitimate Interests - this means the interests of AET Training Ltd. in managing our business to allow us to provide you with the best products and service in the most secure and appropriate way e.g. to transfer your data to certain Third Party's such as The HESA.
  - Legal Obligation – where there is statutory or other legal requirement to share the information e.g. when we have to share your information for law enforcement purposes.

Here is a list of the ways that we may use your personal information, and which of the reasons described above we rely on to do so. Where we list legitimate interests as a reason, we also describe below what we believe these legitimate interests are.

How we Use Information	Legal Justification	Reason for Legitimate Interest
Storage of Payment Details	Consent	N/A
Processing Orders	Legitimate Interest	For administration of Training
Communication-course admin	Legitimate Interest	For administration of Training
Communication-Informative	Legitimate Interest	To inform of new services & updates, training availability
Certification	Legitimate Interest Consent	To provide correctly awarded confirmation of course success
Course Notification	Legitimate Interest	To meet accrediting body requirements, to allow training delivery
Workbook Submission	Consent Legitimate Interest	To meet accrediting Body requirements for recording training progression
Copies of Certificates	Consent Legitimate Interest	To Meet accrediting Body requirements for subsequent course prerequisites
Functional Cookies	Consent Legitimate Interest	For correct functioning of website.

### Data Sharing Continued

AET Training Ltd will not share your personal information to any third party, except under the following situations;

- As required in support of HSE Investigations.
- To Awarding Bodies for Learner registration for qualifications/courses
- To the JIB to enable invigilation of ECS tests and the order of HERS cards
- To accrediting bodies for the legitimate administration of training
- AET Training Ltd may contact you relating to services, enquiries and relevant safety alerts.

### Data Controller and Data Processing

AET Training Ltd is fully committed to the adherence of the General Data Protection Regulations (GDPR). For the collection and processing of personal data, the following applies;

### Collection of Data

AET Training Ltd will be the data controller for several functions, including delivery of training, invigilation of ECS tests and general administration of training provision and corporate management.

Collected data will be stored in the following formats

1. Encrypted Cloud Storage
2. Secured Electronic devices
3. On paper held in a secured location

The Data controller for AET Training Ltd is Ersoy Errol (Director for AET Training Ltd.) who may be contacted via email using [info@aet-training.co.uk](mailto:info@aet-training.co.uk)

### **Processing of Data**

Personal data will be stored for the shortest time necessary Under the GDPR you have the following rights to request information from the company:

- Right of access –to request access to your personal information and information about how we process it
- Right to rectification –to have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- Right to erasure (also known as the Right to be Forgotten) – to have your personal information erased.
- Right to restriction of processing – to restrict processing of your personal information
- Right to data portability - to electronically move, copy or transfer your personal information in a standard form
- Right to object - to object to processing of your personal information
- Rights with regards to automated individual decision making, including profiling –rights relating to automated decision making, including profiling

How you can access and update your information?

The accuracy of your information is important to us. If you would like access to the data we hold on you please contact: [Info@aet-training.co.uk](mailto:Info@aet-training.co.uk)

For further information or complaints please visit: <https://ico.org.uk>