



**PEDL – 542**

**Privacy Notice – Trainee/Candidate**

## **1. Introduction**

This privacy notice will help you to understand what personal data **Peterhead Engineers Development Limited** (company number **SC284647**) having its registered office at Wellbank Business Park, Blackhills, Peterhead, Aberdeenshire AB42 3JH collects about you, how we use this personal data, and what rights you have regarding your personal data.

It is important that you read this notice, together with any other privacy notice that is provided to you on specific occasions when we are collecting or processing your personal data, so that you are aware of how and why we are using it.

## **2. What information will we collect?**

We will collect information from you that may include for example, personal contact details including names, addresses, date of birth, telephone numbers and email addresses, equal opportunities details, national insurance number(NI).

## **3. How your data is used**

We will only use your personal details when the law allows us to. Most commonly, we will use your personal data where we have a legitimate interest in processing your data for purposes such as:

- to perform our function as a training provider
- for enrolment purposes
- to monitor and assess your progress using data such as attendance levels
- to send you publications (e.g. newsletters, notes, emails/event invites and updates)
- to share data with your employer or sponsor or relevant awarding bodies
- for meaningful equal opportunity monitoring and reporting
- to carry out tasks in the public interest and for statistical purposes

We may also use your personal data to allow us to comply with our legal and regulatory obligations

## **4. If you do not provide your personal data**

If you do not provide all of the requested personal data then we may not be able to process your enrolment or register you with the relevant agencies and awarding bodies.



## **5. Data transfers**

Your personal data will only be shared with official awarding bodies and agencies when necessity dictates.

## **6. How long we keep your personal data**

Your personal data will be retained for as long as necessary to fulfil the purposes for which we collect and to fulfil any legal, financial, accounting or reporting requirements.

## **7. Credit/debit Card Information**

If you use a debit or credit card to purchase from us, we will ensure that this is carried out securely in accordance with industry standards.

## **8. Changes to this privacy notice**

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial changes. We will also notify you in other ways from time to time about the processing of your personal data.

## **9. Your Rights**

You have the following rights regarding your personal data:

- you have the right to request access to your data
- you have the right to correct your data if it is incorrect
- you have the right to obtain from the controller the erasure of your data
- you have the right to object to your data being processed

If you wish to exercise your rights please contact the Manager at the address above.