

Privacy Notice
Durham County Council
Regeneration and Local Services
Training & Development
Registration Card applications and associated Health and Safety tests

1. Who we are and what we do

Durham County Council's Regeneration and Local Services Training and Development team is responsible for ensuring DCC employees are suitably trained and competent to carry out the work they are employed to do. This is done by:

- arranging Construction Industry Training Board (CITB), Construction Plant Certification Scheme (CPCS) and ECA Health and Safety Tests
- completing applications for industry accredited registration cards

For the purposes of Data Protection, Durham County Council is the Data Controller for your information.

2. What type of personal information do we collect and how do we collect it?

Prior to making a test booking or applying for your registration card, we may collect the following personal information:

- Your name
- Your address
- Your national Insurance number
- Your date of birth
- Your qualifications or professional membership details
- Your learning support requirements, eg hearing loop

We collect information about you:

- When we complete booking and application forms.

3. What is our power to obtain and use the personal data?

When we collect and use your personal information we rely on:

- **Public task** as the processing is necessary for us to perform our official functions by ensuring our employees are competent.

4. What is your personal information used for?

The Training and Development team collects and processes information about you:

- to book health and safety and/or construction plant tests
- to apply for industry-accredited registration cards.

5. Will your personal information be shared?

When we share your information we do it with the following organisations:

- ILM Associates – for CITB health, safety and environment tests and CPCS module tests
- ECA – for electro-technical health and safety tests
- Construction Skills Certification Scheme (CSCS), Construction Plant Competence Scheme (CPCS), National Plant Operator Registered Scheme (NPORS) and ECA – to apply for a registration card.

6. How do we keep your personal information secure?

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.

7. How long will we keep your personal information?

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service will determine how long we have to keep it. Our corporate retention guidelines show how long this is for different services. Training data is retained electronically until conclusion of administrative use.

8. Is your personal information processed outside the European Economic Community (EU)?

We do not process your personal information outside of the EU.

9. Marketing (if applicable)

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

10. What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right:

- to have any inaccuracies corrected,
- to have your personal data erased,
- to place a restriction on our processing of your data,
- to object to processing and
- to request your data to be ported (data portability).

To exercise any of these rights please contact the relevant service in the first instance.

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply online or download an application form from the [DCC website](#) or you can contact the data protection team at dataprotection@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

If something goes wrong with your personal information, or you have questions about how we use it, please contact the Data Protection Officer at DPO@durham.gov.uk or call 03000 268050.

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#)

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524 510