

Trade Training Privacy Statement

How to contact us:
Humberside Engineering Training Association
Dansom Lane South
Hull
HU8 7LA
data.protection@heta.co.uk

Purpose:

HETA processes your personal data as part of the delivery of the training you receive. Your data will be collected during the Training Registration / Booking Process. We will hold the data within the secure HETA Information Management System and it is used to support the registration, delivery and certification of your training. We may use your contact details to keep you informed of HETA's upskilling courses that we feel may be of interest to you. It will not be used for any other purpose. All calls in to HETA landline are recorded, this is to provide a level of protection for HETA staff. **HETA operates a CCTV system that complies with the requirements of the UK Data Protection Act and the Information Commissioner's Guidance**

Processing is lawful in that:

- a) It is required to book you on to the training course, and where necessary to take payment.
- b) It is required to register you with relevant Training Awarding Organisations for Certification purposes.
- c) You have given consent to the retention of your personal data to meet the requirements shown within the purpose.

Your Personal Data Rights: You have the right to:

- to be informed about your data
- access your data
- rectify your data
- to erase your data
- restrict the processing of your data
- to data portability
- object to the retention of your data
- to not have your data used in profiling.
- To withdraw your consent at any time, where relevant.

Your information will not be used for direct marketing purposes

Categories of Personal Data:

HETA may collect the following data from you:

- Full Name
- National Insurance Number
- Address
- Date of Birth
- Email Address & Telephone Number
- Next of Kin & Email Address
- Emergency Telephone Number
- Bank Details
- Exam Results
- Basic Medical Records, to identify any special need requests during the training.

Details of Transfers to 3rd Parties.

Your personal data will not be transferred to any 3rd party without your consent other than it's use within HETA Databases and Organisations such as:

- HSBC Bank -
- City & Guilds - Certification
- ECITB - Certification
- EAL - Certification
- PAAVQSET - Certification
- The Welding Institute - Certification

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Retention Periods.

Your personal data will be held for up to 4 years after the completion of your Training Course. Unless you wish to have it removed from our systems.

Telephone recordings will be stored for a maximum of 62 days, and then archived for further 4 months in total. HETA do reserve the right to keep them for a longer period subject to any ongoing investigation / queries.

Unless required for evidential purposes, the investigation of an offence or as required by law, CCTV images will be retained for no longer than 30 days from the date of recording. Images will be automatically overwritten after this point