

# National Occupational Standards, Qualification Products and Apprenticeship Frameworks Privacy Notice

## What we collect

Energy & Utility Skills is known as the 'controller' of the personal data you provide to us. Our company registration number is 03812163 and our registered address is Avon House 435 Stratford Road, Shirley, Solihull, United Kingdom, B90 4AA. The person responsible for our data protection is Louisa Horth and can be contacted at [dataprotection@euskills.co.uk](mailto:dataprotection@euskills.co.uk).

We collect personal data about you, including for example:

- first and last names,
- job title,
- company name,
- company type and location, and
- e-mail address.

This does not include any special types of information.

## Why we need it

It is in our legitimate interests to process your personal data. We will ensure that we keep the amount of data collected and the extent of any processing to a minimum to meet this legitimate interest. We will use your personal information in a number of ways to help us review, update and develop:

- National Occupational Standards,
- Scottish Qualification Products,
- Northern Ireland Apprenticeship Frameworks,
- Welsh Apprenticeship Frameworks.

## How we will use the information about you?

Your data will be accessible only by employees of Energy & Utility Skills and third parties, who we have contracted with, specifically for the purpose of carrying out the reviews detailed above. We may contact you to discuss feedback you provide as part

of the review and development process. We may also share your name and company name with relevant approval authorities, including for example Skills Development Scotland, SQA Accreditation, CCEA and Welsh Government.

## How long we keep it?

We will keep your basic personal data for two years after your last contribution to a review and/or development. After which time it will be destroyed.

## What are your rights?

If at any point you believe retained information is incorrect you can request to see this information and even have it corrected and possibly deleted. Providing you this information is free of charge, but charges may apply for excessive requests.

If you wish to raise a complaint on how we have handled your personal data, you can contact Louisa Horth at [dataprotection@euskills.co.uk](mailto:dataprotection@euskills.co.uk) who will investigate the matter. Should you be unhappy with our processing of your personal data, you have a right to complain to the Information Commissioner's Office, which is the regulator for data protection.

For further information on which companies have been supplied with your details or how your information is used, how we maintain the security of your information and your rights to access/alter and change information we hold on you, please write to us at: Louisa Horth, Energy & Utility Skills Limited, Avon House 435 Stratford Road, Shirley, Solihull, United Kingdom, B90 4AA.