

## Construction Safety Service (North West) Limited

### Privacy Notice

The CSSNW take your privacy very seriously and are currently updating all our records and processes to ensure we are fully meeting the data protection standards introduced by the General Data Protection Regulation (GDPR) on 25<sup>th</sup> May 2018.

The categories of information we collect, hold and may share include:

- Personal information (such as name, email address, telephone number)

We capture personal information about individuals who voluntarily choose to give us personal details using email or an online form via the CSSNW website: [www.cssnw.org.uk](http://www.cssnw.org.uk) to apply or enquire about membership.

### **The lawful basis on which we use this information**

We collect and use information under the following lawful bases established by the GDPR.

- **Legitimate interests:** the processing involves using your data in ways you would reasonably expect and which have minimal privacy impact.
- **Legal obligation:** the processing is necessary for us to comply with the law (submitting data to Government departments on request).

### **Who we share information with**

- 3B Training, Stratus House, Swan Lane, Hindley Green.
- Government bodies on request.
- We have never and will never sell your information to any third party.

### **Why we share information**

- 3B Training – In order for members to take advantage of the discount offered by 3B training to all CSSNW members. If you'd prefer not to have your information shared please contact the Administrator by email.
- Government Departments i.e. HSE if requested to do so, regarding H & S breaches.

### **Data collection requirements**

To be granted access to any information we hold, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

We do not keep data for longer than necessary and do not allow its use for any purpose other than that for which it has been collected. Should new processes be introduced into the organisation or innovative uses of the data we hold, you will be kept informed at each stage.

### **Requesting access to your personal data**

Under the GDPR, you have the right to request access to information about you that is held by this organisation. To make a request for your personal information, contact Clare Ellis, Administrator, [cssnw@live.co.uk](mailto:cssnw@live.co.uk) who will deal with your request within 30 days.

### **You also have the right to:**

- Object to processing of personal data that is likely to cause, or is causing damage or distress
- Prevent processing for the purpose of direct marketing
- In certain circumstances, have inaccurate personal data rectified, blocked erased or destroyed.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Clare Ellis, Administrator [cssnw@live.co.uk](mailto:cssnw@live.co.uk) in the first instance. This does not affect your right to complain to the Information Commissioner's Office (ICO) ([ico.org.uk](http://ico.org.uk)).