



Scottish Charity No. SC001806

Privacy Policy

Who we are

The Scottish Electrical Charitable Training Trust (SECTT) is the organisation to which the Scottish Joint Industry Board (SJIB) has delegated the management of their Training Schemes. It is a registered charity and a non-profit making organisation that is concerned only with the training of electricians within the SJIB Training Schemes.

The Board of Trustees consists of an equal number of Trustees appointed by SELECT (Employer) and Unite (Union) as their representatives.

Purpose

This Privacy Policy ("Policy") gives you information about SECTT, explains how we collect, and use personal data and the circumstances in which we may share or otherwise use personal data and to whom we may disclose this personal data.

Our Policy tells you how we do this and what your rights are. Any personal data processed in line with our Policy is controlled by us, as the Data Controller.

Our commitment

SECTT is fully committed to all aspects of data protection and respecting your privacy and rights.

We are committed to keeping your personal information safe and confidential both online and offline.

Why do we need to process personal information?

As explained in this Policy, there are various ways in which we must process personal data to allow us to fulfil our role as a Training Provider for the management of the SJIB Training Schemes.

How do we collect personal information?

There are various ways in which we collect and handle personal information:

- Email and written correspondence.
- Telephone discussions.
- Visitors to our website.
- Social media.
- Application forms and other information requests.
- Direct personal contact at our offices and elsewhere.

In nearly all instances, it should be obvious to you that SECTT is collecting your personal data.

What personal information do we collect?

We collect personal information to fulfil our role as a Training Provider. The personal information most commonly collected is as follows:

- Name.
- Contact details (including home address, email address, telephone numbers).
- National Insurance Number.
- Date of birth.
- Photos/videos.
- Bank details.
- Records of enquiries, meetings and other direct engagement.
- Copies of physical and electronic correspondence.

What is the lawful basis for SECTT's processing activities and who could we share your personal data with?

We will only process personal information where we believe we have a lawful basis to do so. The basis for processing will vary from activity to activity. In some instances, processing may have more than one lawful basis.

The information below summarises the basis on which we process personal information.

Lawful Basis	Examples of processing activities/sharing personal data
Processing is necessary for us to meet our legitimate interests as a Training Provider.	<ul style="list-style-type: none">• General administration for maintaining our database.• Corresponding with relevant parties in connection with the SJIB Training Programmes, e.g. trainees and employers.
Processing necessary for us to comply with our legal obligations.	<ul style="list-style-type: none">• Police, Health & Safety Executive, etc.• Regulatory and compliance activities, e.g. SJIB, Skills Development Scotland (SDS), Scottish Qualifications Authority (SQA), Instructus, Approved Centres (colleges).

How is personal data stored?

All the information you provide to us is stored on our secure servers.

As required by data protection legislation, we have strict security procedures regarding the storage and disclosure of personal data. We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction or damage.

Once we have received your information, we will use strict procedures and security features to prevent unauthorised access.

Retention of personal data

We hold your personal data and contact details to ensure that we have an accurate record for training purposes and awarding qualifications. We will only hold personal data for as long as may be necessary in order to fulfil the purposes we collected it for or to comply with legal obligations.

Disclosure of personal data

We will not share, sell or distribute any of the information you provide to us without your consent, except where disclosure is:

- Necessary for the purposes of managing the SJIB Training Schemes.
- Required or permitted by law.

We will only share your personal data with relevant third parties e.g. SDS, SJIB, SQA, Instructus, Approved Centres and Employer/Trainee for the purposes of managing the SJIB Training Schemes. These third parties are prohibited from passing on personal data to other organisations not connected to SECTT.

When responding to phone calls, SECTT will seek to verify the identity of the caller before divulging any personal data by asking for 2 pieces of personal data from the caller.

How is the transfer of personal data carried out?

Personal data is transferred digitally via SECTT's secure email server and files containing personal data are password protected.

Your rights where we are processing your information

The law in the UK gives certain rights to individuals whose information is being processed by a third party. The following is a short summary of these rights:

Access to your information

You have the right to request a copy of the personal information about you that we hold.

Correcting your information

We want to make sure that your personal information is accurate, complete and up to date; so you may ask us to correct any personal information about you that you believe does not meet these standards.

Deletion of your information

You have the right to ask us to delete personal information about you where:

- You consider that we no longer require the information for the purposes for which it was obtained.
- We are using that information with your consent and you have withdrawn your consent – see ‘withdrawing consent to using your information’ below.
- You have validly objected to our use of your personal information – see ‘objecting to how we may use your information’ below.
- Our use of your personal information is contrary to law or our other legal obligations.

Please be aware that by requesting the deletion of your records, we will delete your entire history and all your records. As an example, if an individual requested their records be deleted, this would mean that SECTT would no longer be able to retain you on the Training Scheme.

Objecting to how we may use your information

You have the right at any time to require us to stop using your personal information for direct marketing purposes. In addition, where we use your personal information to perform tasks carried out in the public interest, or in exercising official authority vested in us then, if you ask us to, we will stop using that personal information unless there are overriding legitimate grounds to continue.

Restricting how we may use your information

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold, or assessing the validity of any objection you have made to our use of your information. The right might also apply if we no longer have a basis for using your personal information but you don’t want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent, for legal claims, or where there are other public interest grounds to do so.

Withdrawing consent using your information

Where we use your personal information with your consent, you may withdraw that consent at any time, and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact us in any of the ways set out in the ‘Contact with SECTT’ section if you wish to exercise any of these rights.

Cookies

Our website does not rely on cookies to operate properly however our ISP’s hosting server logs do collect some visitor data and that is shared with Google Analytics which we use to help us analyse visitor data with a view to enhancing our website and the user’s experience. This data is not identifiable to any particular person or machine.

Other websites

Our website and emails may contain links to other third party websites. We are not responsible for the content or practices of these other sites and we recommend that you check their own privacy policies.

Contact with SECTT

You may address any communication with regard to this Policy to:

The Scottish Electrical Charitable Training Trust
The Walled Garden
Bush Estate
Midlothian
EH26 0SE

Email: admin@sectt.org.uk

Contacting us by email

If you email us, we may collect some personal details like your name, address and phone numbers. Email is not one hundred percent secure, so we advise that you keep personal information to a minimum.

Emails are stored on our standard internal contact systems, which are secure and cannot be accessed by external parties.

Further information and how to make an enquiry/complaint

To find out more about your information rights or you are dissatisfied with any aspect of our handling of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. Their contact details are:

Information Commissioner's Office
45 Melville Street
Edinburgh
EH3 7HL

Tel: 0303 123 1115

Email: scotland@ico.org.uk

Website: www.ico.org.uk

This Privacy Policy is not designed to form a legally binding contract between SECTT and users of our website or services. It is a guide to our protection standards. If you consider this Privacy Policy has not answered all your questions, or you want to know more, please contact SECTT for help.

Privacy Policy updated 25 May 2018