

# CompEx Privacy Statement

## Introduction

This privacy policy sets out the ways in which the CompEx Certification Body, JT Limited collects, processes and stores your personal information.

We are committed to protecting your privacy and maintaining the security of any personal information received from you. We strictly adhere to all requirements of data protection regulations. However, the Internet is not a totally secure medium and JT Limited shall not be responsible for any unauthorised use, distribution, damage or destruction of personal data, except to the extent we are required to accept such responsibility by the Data Protection Regulations.

We follow strict security procedures in the collection, processing, storage, and disclosure of information which you have provided to one of our licenced CompEx centres, to prevent unauthorised access in accordance with data protection regulations. We do not sell, rent, or exchange your personal information with any third party for commercial reasons.

All personal information provided by which you can be identified, will only be used in accordance with this privacy statement.

## What personal information do we collect?

### Candidates

To register for any Compex course, candidates must provide the following information:

- Full Name
- Date of Birth
- Current Address
- Telephone number
- E mail Address
- National ID Number/Passport/Driving Licence for Identification Purposes
- Qualifications
- Employment History
- Employers Endorsement Letter (where applicable)
- Photograph (for the purposes of the CompEx ID Card)

Any prospective candidate that fails to provide the required information will be unable to undertake any CompEx assessments or receive Certification.

### Registered Instructors/Assessors

For any applications for a position as a Registered Instructor, Assessor or both, applicants must provide the following data:

- Application
- Full Name
- Date of Birth
- Current Address
- Telephone number
- E mail Address
- Qualifications
- Curriculum Vitae
- Reference Letters (Previous & Current Employer. Basic references supporting application information)
- National ID Number/Passport/Driving Licence for Identification Purposes to verify true likeness at professional interview

## How is your information processed and stored?

Licensed CompEx Centres are required to collect, process, and store the above listed personal data on behalf of, and in compliance with the requirements of the CompEx Certification Body, JT Limited. Any further data collection or storage that is not detailed above and is not a requirement of the CompEx Certification Body must be agreed between the holding centre and the candidate under Data Protection Regulations.

Information is processed via paper based and electronic registration forms which are completed by candidates, processed by the licensed centre, and forwarded to the CompEx Certification Body, JT Limited.

Application documentation processed by the Centre, must meet the data requirements listed in this document. However, there is no requirement for them to store the data once processed. Applications made directly to JT Limited will also require the listed documentation to be submitted. Application Data is held solely by the Data Controller JT Limited and is specific to Instructor/Assessor registration purposes.

This data is then held on secure servers and all paperwork is archived under Data Protection Regulations.

The CompEx Certification Body, JT Limited will retain a record of your personal information. This is done for verification, validation, and registration purposes. We will retain your information in accordance with Data Protection law and regulation and never retain your personal information for longer than is necessary.

## What do we use personal information for?

We may use the information we hold about you in the following ways:

- Internal Record Keeping
- Verification of Candidates
- Validation of Certification
- Information about our products, services, and developments if you have consented to be contacted for such purposes
- If it is necessary to contact you, for any reason relating to the provision of certification
- Use of aggregate information and statistics for the purposes of the development of our sites and services
- Instructor/Assessor Registration purposes

## Disclosure of your personal information

We will not sell or license your personal information to any third party. However, we may disclose your personal information:

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation to do so
- If our business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business

## Removal of personal information

The right to remove personal information does not provide an absolute 'right to be forgotten'. Individuals have a right to have personal information erased and to prevent processing in specific circumstances:

- Where the personal information is no longer necessary in relation to the purpose for which it was originally collected/processed
- When the individual withdraws consent however this will result in any current certification being withdrawn
- The personal data must be erased to comply with a legal obligation

There are some specific circumstances where the right to removal does not apply and the CompEx Certification Body, JT Limited would provide details as to why on request.

### **Access to information**

You have the right to request a copy of the information we hold about you at any time by contacting us at [privacy@jtlimited.co.uk](mailto:privacy@jtlimited.co.uk). We will send you a subject access request to fill and return to us. There is no fee applicable to this request, however, a 'reasonable fee' will be applied when a request is manifestly unfounded or excessive, particularly if it is repetitive.

### **Amendments and corrections**

We will correct any inaccuracies to the personal information we hold about you on request. Please contact [privacy@jtlimited.co.uk](mailto:privacy@jtlimited.co.uk).

### **Unsubscribing**

You may unsubscribe from marketing communications at any time by contacting us at [privacy@jtlimited.co.uk](mailto:privacy@jtlimited.co.uk), stating that you wish to opt out.

### **Changes to our privacy statement**

Any changes we may make to our privacy policy in the future will be posted on this page.