

Data Protection Statement

Standards Verification UK (SVUK) is a Data Controller and fully committed to compliance with the requirements of the Data Protection Act 1998 ('the Act'). This statement confirms SVUK's commitment to protect your privacy and to process your personal information in a manner which meets the requirements of the Act.

Why we need your personal information

The information we collect may include:

- Name and job title
- Contact information
- Age, disability status, ethnicity, gender and nationality
- Occupation and company details
- Other information relevant to:
 - Furthering the interests of citizens in relation to Life Long Learning matters;
 - Furthering the training interests of employers in relevant markets;
 - Promoting learning; and
 - Other statutory functions.
- Other information relevant to our HR function

SVUK may use this information for the following reasons:

- To carry out our statutory functions
- Licensing and registration
- Research
- Improve our services
- Send information to you which we think may be of interest to you
- Staff administration, including HR functions
- To pass your details to accountants, consultants and other professionals for the purpose of obtaining professional advice and complying with SVUK's contractual obligations
- To comply with our legal and regulatory obligations

Monitoring and recording of communications

We may monitor or record any communication between you and SVUK for quality control and training purposes.

Security

SVUK has appropriate technical and organisational measures in place to prevent the unauthorised or unlawful processing of your personal information, and accidental loss or destruction of, or damage to, your personal information.

Retention of personal information

We will not keep your personal information for no longer than is necessary for our purposes.

Links to other websites

Our website contains links to other sites, mainly those of government departments, but also to those of third parties. SVUK is not responsible for the data protection and privacy practices within any of these other sites. We encourage you to be aware of this when you leave our site and to read the data protection and privacy statements on other websites you visit which collect personally identifiable information. This statement applies solely to our website.

Your rights to access your personal information

You are entitled pursuant to the Act to ask for a copy of your personal information, and to have any inaccuracies in your information corrected. A subject access request form obtained from: enquiries@svuk.eu

Complaints about how we process your personal information

In the first instance, an individual should contact SVUK. Complaints should be addressed to:

The Data Controller
Standards Verification UK
4th Floor,
36 Park Row,
Leeds
LS1 5JL