



Association of Certified Training

GDPR Policy

GDPR Policy for Certification Applications and Database Maintenance

1. Introduction

ACT are a Conformity Assessment Body ['Certification Body']

This policy outlines how ACT [part of the Bild group] collects, uses, and protects personal data in compliance with the General Data Protection Regulation (GDPR) during the application process and maintenance of that certification.

Only essential data pertinent to the Certification scheme is stored within our database.

2. Data Collection

We collect personal data from applicants during the certification process, including but not limited to:

- Name
- Contact information (email, phone number, address)
- Professional qualifications
- Employment history
- Any other information relevant to the certification process

Data may also be gathered from third parties to serve one or more of the stated purposes below.

3. Purpose of Data Collection

The personal data collected is used for the following purposes:

- Processing certification applications
- Verifying applicant qualifications and credentials
- Communicating with applicants regarding their application status
- Maintaining a database of certified individuals
- Complying with legal and regulatory requirements
- Completing complaints investigations

4. Legal Basis for Processing

We process personal data based on the following legal grounds:

- Consent: Applicants provide explicit consent for the collection and processing of their personal data.
- Contractual necessity: Processing is necessary for the performance of a contract with the applicant.
- Legal obligation: Processing is necessary to comply with legal obligations.
- Compliance requirement; to uphold condition of accreditation or licensing.

5. Data Retention

Personal data is retained for as long as necessary to fulfil the purposes outlined in this policy, or as required by law. Once the data is no longer needed, it will be securely deleted or anonymised.

6. Data Security

All data is treated as confidential.

We implement appropriate technical and organizational measures to protect personal data against unauthorized access, alteration, disclosure, or destruction. These measures include:

- Encryption of data
- Access controls: 2-Step Verification, or two-factor authentication limited to only individual required to access data for certification purposes.
- Regular external audits, linked to UKAS accredited status as a conformity assessment service, and under ISO17065
- Staff training on data protection

7. Data Subject Rights

Applicants have the following rights regarding their personal data:

- Right to access: Request access to their personal data.
- Right to rectification: Request correction of inaccurate or incomplete data.
- Right to erasure: Request deletion of their personal data.
- Right to restrict processing: Request restriction of processing under certain conditions.
- Right to data portability: Request transfer of their data to another organisation.
- Right to object: Object to the processing of their data.

8. Contact Information

For any questions or concerns regarding this policy or the processing of personal data, please contact: Dean Farmer, Bild Group, c/o Respond, Brick Yard, 28 - 30 Charles Square, London, N1 6HT

9. Policy Updates

This policy may be updated from time to time to reflect changes in legal requirements or our data processing practices. We will notify applicants of any significant changes.