

## **JIB-PMES Privacy Statement**

### **1. Introduction**

This privacy statement sets out the ways in which the JIB-PMES 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, including the General Data Protection Regulation (GDPR). However, the Internet is not a totally secure medium and the JIB-PMES shall not be responsible for any unauthorised use, distribution, damage or destruction of personal data, except to the extent we are required to meet our responsibilities under GDPR.

We follow strict security procedures in the collection, processing, storage, and disclosure of information which you have provided to the JIB-PMES, so as to prevent unauthorised access in accordance with data protection regulations.

All personal information provided by which you can be identified, will only be used in accordance with this privacy statement and the JIB-PMES Privacy Policy.

### **2. What personal information do we collect?**

#### ***JIB-PMES CSCS and/or Grading card applicants***

We will collect and use the following types of personal data about you:

- your name, address, contact details (email and telephone number) and date of birth;
- your gender;
- JIB-PMES Registration number and JIB-PMES grading (if applicable);
- information such as your JIB-PMES CSCS application form, references, qualifications and membership of any professional bodies;
- your employer;
- your national insurance number;
- training records;
- your photograph; and
- any other category of personal data which we may notify you of from time to time.

### ***JIB-PMES Participant Company and Benefit Scheme***

We will collect and use the following types of personal data about you:

- your name, address, contact details (email and telephone number) and date of birth;
- your gender;
- JIB-PMES Registration number and JIB-PMES grading (if applicable);
- information such as your JIB-PMES CSCS application form, references, qualifications and membership of any professional bodies;
- your employer;
- your national insurance number;
- training records;
- your photograph; and
- any other category of personal data which we may notify you of from time to time.

### **3. How is your information processed and stored?**

The JIB-PMES will process your personal data (including special categories of personal data) in accordance with our obligations for lawful basis for processing under GDPR.

We will use your personal data for:

- performing the contract of (or for) service; this includes:
  - Processing your personal data when making a JIB-PMES CSCS card application and once a registration with JIB-PMES is held.
  - Processing your personal data as part of the Participant Company or Benefit Scheme procedures
  - complying with any legal obligation
- performing verification checks if we are contacted to confirm the validity of a card which has been presented for verification

Your data is held securely on the JIB-PMES's database. This database is only accessible to a limited number of JIB-PMES staff who have completed relevant data protection training. All electronic data stored by the JIB-PMES is held securely on servers located within the UK.

If you choose not to provide us with certain personal data you should be aware that we may not be able to carry out certain parts of the contract between us e.g. in issuing the JIB-PMES CSCS card.

#### **3.1 The JIB-PMES website**

The JIB-PMES controls the information which the user provides on gaining access to the website or any registration and subsequently during any visit to the website.

If you have any questions about the collection or use of your information through the site, you should contact the JIB-PMES by email to [dataprotectionofficer@jib-pmes.org.uk](mailto:dataprotectionofficer@jib-pmes.org.uk) or by post to JIB-PMES, Lovell House, Sandpiper Court, Phoenix Business Park, Eaton Socon, St. Neots, PE19 8EP and we will deal with your query as promptly as is reasonably practicable.

### 3.2 Data processing partners

Your personal data may also either be processed by or be visible to one of our following contracted 'data processing' partners:

- Those contracted to provide the outsourcing of printing for JIB-PMES CSCS card production. The information provided to us by you, your Employer or your Training Provider will be sent to the printing company with whom we have a contract for this purpose. Your information is held temporarily by this printing company who is required to either delete or return the personal data to the JIB-PMES after the business purposes for which the information was provided have been fulfilled. Any outsourced card printing company is not permitted to pass on personal information or to transfer any information outside of the EEA.
- Those contracted to provide the secure hosting of the JIB-PMES website. The JIB-PMES website captures applicant data and transfers the data securely to the JIB-PMES. The information provided via the website is accessible temporarily by the company which securely hosts the JIB-PMES website. The company providing this hosting service is not permitted to pass on personal information or to transfer any information outside of the EEA.
- The technology provider for the JIB-PMES 'Smartcard' ecosystem who acts as data processor for your data on our behalf. The technology provider keeps a log of all online card transactions which is used for support purposes, for helping us to understand how cards are being used and for producing statistics about card use. The technology provider may also process your data in order to provide the JIB-PMES with technical support services. Your information is held temporarily by this technology provider who is required to either delete or return the personal data to the JIB-PMES after the business purposes for which the information was provided have been fulfilled. Any outsourced card technology provider is not permitted to pass on personal information or to transfer any information outside of the EEA.
- The technology provider who records the 'reading' of the JIB-PMES 'Smartcard' acts as data processor for your data on our behalf. This technology provider keeps a record of any card read along with the time and location. This data can then be sent to someone else (e.g. someone at Head Office), but only if the consent of the card holder is provided first. Your information is held temporarily by this technology provider who is required to either delete or return the personal data to the JIB-PMES after the business purposes for which the information was provided have been fulfilled. Any outsourced technology provider is not permitted to pass on personal information or to transfer any information outside of the EEA.

### 3.2 IP addresses and cookies

- 'Cookies' are small data files sent by a web server to a web browser in order to enable the server to collect information back from the browser. The JIB-PMES may use 'cookies' to gather information about the user's use of the website, enable the JIB-PMES to recognise a returning user and to enable the JIB-PMES to customise the home page of the site according to users' previous browsing habits at the site. The site also uses Google Analytics which stores cookies on the client device and allows us to track website usage which, in turn, enables us to make modifications to the site in order to deliver a much better user experience.
- You can delete cookies from your hard drive at any time. You may also be able to set your browser to disable 'cookies'. However, you should be aware that, if you disable 'cookies', this may limit your ability to access full functionality of the JIB-PMES website.
- We may log and use your Internet Protocol address. We may use this information in conjunction with your personally identifiable information in order to improve our profile of you so that we can provide you with a better and more personal service.

### 4. What do we use personal information for?

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

- To process an application for a JIB-PMES CSCS Registration and/or Grading card
- To perform a verification check on a card which has been presented
- Through our 'Smartcard' technology provider partners (electronic card checking)
- To process JIB-PMES Holiday Pay and Benefits scheme claims (e.g. Sickness pay; Disability claim; Tool loss claim)

### 5. Disclosure of your personal information

We may share your personal information under the following circumstances:

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation to do so
- With selected third parties with whom the JIB-PMES works, in line with the declaration signed in the JIB-PMES CSCS registration / grading card and JIB-PMES Participant application forms
- Where our contracted 'data processing' require access to your personal information in order for them to complete their contracted services.

## 6. 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 being 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
- The personal data must be erased to comply with a legal obligation
- When the individual withdraws consent however this will result in any current JIB-PMES CSCS registration / Grading card being withdrawn.

Unless specifically requested to do so, the JIB-PMES will securely retain all personal information provided in accordance with the JIB-PMES Privacy Policy.

## 7. 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 [dataprotectionofficer@jib-pmes.org.uk](mailto:dataprotectionofficer@jib-pmes.org.uk). We will send you a subject access request form to fill and return to us.

There is no applicable fee for making this request, however, a 'reasonable fee' will be applied if a request is manifestly unfounded or excessive, particularly if it is repetitive.

## 8. Amendments and corrections

We will correct any inaccuracies to the personal information we hold about you on request. Please contact the JIB-PMES Administration team in the first instance: [info@jib-pmes.org.uk](mailto:info@jib-pmes.org.uk)

## 9. Changes to our privacy statement

Any changes we may make to our privacy statement in the future will be posted on the JIB-PMES website.