

## National Occupational Standards Privacy Notice

### What information do we collect?

We collect personal data about you, including for example, your name, job title, employers name, email address and contact telephone number, for example, to record notes of our meetings. We also collect information and documentation that may be beneficial to our project. Such information and documentation may include:

- Job descriptions
- Training courses
- Competency frameworks
- Job advertisements

### Why do we need it?

It is in our legitimate interests to collect data and documentation that may be relevant to our project to ensure that we are able to fulfil our project objectives. We take your privacy seriously and will only use your personal data, information and documentation to help us to deliver the outcome of the project which in this case is a suite of National Occupational Standards.

### How do we use the information?

The data and documentation are kept by UK Tram and is used by people who have been allocated to work on the project. This may include employees and those who we have specifically contracted with to help us deliver the project.

We may also share your name, job title and company with the relevant authorities who are responsible for the approval of the National Occupational Standards. For example, these are; Skills Development Scotland, SQA Accreditation, CCEA and Welsh Government.

### How long do we keep the information?

We will keep your personal data, information and documentation for a period of two years after the end date of the project (this is usually the date when the National Occupational Standards have been approved). After this period of time has passed, we will destroy your information.

### **What are your rights?**

If at any point you believe any information, we have collected is incorrect, you can request for this to be updated. If at any point, you are unhappy with our processing of your personal information please contact our data protection lead Daniel Hill who will investigate the matter.

Should you be unhappy with our processing of your personal data, you have a right to complain to the Information Commissioner's Office, which is the regulator for data protection.