 **A T NERAC LTD – PRIVACY POLICY**

**Here, you can find out how what is GDPR, how we safeguard your information and how we use it to improve our products and services for the benefit of all our customers and website users.**

The nature of our business means that, from time to time, we’ll require some personal details from our customers and website users.

The data we collect could just be a name and an email address, but depending on your level of engagement with A T NERAC, it could be much more than that.

**What is GDPR?**

The EU’s [General Data Protection Regulation (GDPR)](http://ec.europa.eu/justice/data-protection/reform/files/regulation_oj_en.pdf) was introduced to unify all EU member states' approaches to data regulation, ensuring all data protection laws are applied identically in every country within the EU. It will protect EU citizens from organisations using their data irresponsibly and puts them in charge of what information is shared, where and how it's shared.

The GDPR is due to come into force on 25 May and, even though the UK is due to leave Europe in the next 12 months, it will still apply to all businesses handling EU residents' data, effectively replacing the Data Protection Act 1998.

Complying with GDPR is vital. Any business found not sticking to the rules [could be charged fines of up to €20 million or 4% of the company's global annual turnover](http://www.itpro.co.uk/general-data-protection-regulation-gdpr/31025/gdpr-fines-how-high-are-they-and-how-can-you-avoid), though the toughest fines will be reserved for the worst data breaches or data abuse.

**How We Protect your Data**

When you share your personal information with any company, you have a right to expect that information to be treated with total confidentiality.

Your privacy is extremely important to us. We’re committed to protecting any personal information you’ve given us, and we comply with all relevant data protection laws.

This means that:

* We are registered with the Information Commissioner’s Office
* We take full responsibility for the information we hold about you
* We will protect your privacy at all times
* We will never sell your personal information

Whether you’ve supplied your personal details online, by phone or text, by email or in a letter, we will never use them without a lawful reason to do so. We’ll use them for the purposes for which they were initially requested and as fully explained in this Privacy Policy. This policy explains how your personal data is being managed and safeguarded by us, including:

* what information we collect about you
* how we collect and use this information
* how we safeguard the information you’ve provided
* how to report abuse

At A T NERAC, we know that you care how your personal information is used and we appreciate that you trust us to do that carefully and sensibly.

This Privacy Policy is designed to help you understand how we collect and use your personal information. We want you to make informed decisions when using our website and any features on there.

[**What information does A T NERAC collect about me?**](https://www.pearson.com/uk/pearson-privacy-and-you/privacy-policy.html)

Personal information that we collect may include your name, contact details (phone numbers, email address and addresses), your date of birth, job, course information, your personal interests, credit card or billing information, as well as any other personal information relating to you that you supply to us.

We may also collect other information that you supply to us, such as information relating to your education, skills or job experience, where relevant in the context of the site or the services provided through the site. Except where stated otherwise on the site at the time such personal information is submitted, it is only processed for the purposes for which you have submitted it to us.

[**How does A T NERAC collect my personal information?**](https://www.pearson.com/uk/pearson-privacy-and-you/privacy-policy.html)

We collect your information in two ways:

1. Personal information you choose to disclose. You may, for example, provide us with your information when you register for any features on our site that require registration, or when you contact us (online or offline).

2. Information collected by us when you interact with our site, or when you open our email communications.

[**What will A T NERAC do with my personal information?**](https://www.pearson.com/uk/pearson-privacy-and-you/privacy-policy.html)

We may use your personal information, for example, to provide you with the relevant service, and to inform you about products and services offered by us.

We will not allow unrelated third parties to use your personal information for marketing without your consent. Where we rely on your consent, you have the right to withdraw it at any time.

[**How does A T NERAC keep my personal information safe?**](https://www.pearson.com/uk/pearson-privacy-and-you/privacy-policy.html)

We seek to protect the safety of all your personal information by implementing appropriate technical and organisational measures. For example, we seek to protect your payment information against unauthorised access through a secure server. We use appropriate security measures on our own systems, and all personal information provided to Awarding Bodies is encrypted. You should be aware that the internet is not a secure medium and we cannot guarantee the security of information transmitted to us via the internet.

[**Will A T NERAC share my personal information with anyone else?**](https://www.pearson.com/uk/pearson-privacy-and-you/privacy-policy.html)

We will never sell your personal information. We may disclose and share your personal information:

* With our Awarding Bodies
* With relevant third parties (such as your employer, your assessor, any relevant law enforcement agencies) if we reasonably believe you may be in breach of the law or if required to do so in accordance with applicable law
* With other third parties with your written consent

[**Will A T NERAC send my personal information outside of Europe?**](https://www.pearson.com/uk/pearson-privacy-and-you/privacy-policy.html)

We will not transfer your personal information to other countries around the world, including countries outside of the European Economic Area ("EEA"), which may not have the same data protection laws as those of the country where you access our site. websites.

**Your Rights**

You can [find out what information we hold about you](https://www.gov.uk/data-protection) at any time, and [ask us](https://www.gov.uk/contact) not to use any of the information we collect.

**How Long will you keep my information**

Once you have completed any award you registered for with A T NERAC, you may request we delete your information, should you wish.

If no such request is received, A T NERAC will retain your information for a period of 6 years, in line with Awarding Body requirements. Scanned copies of all certification must be retained for 10 years.

[**What if I am under 18 years old?**](https://www.pearson.com/uk/pearson-privacy-and-you/privacy-policy.html)

If you are under 18, please be sure to read this Privacy Policy with your parent or guardian and ask them questions about anything you don’t understand. Please get their permission before you provide A T NERAC with any personal information.

[**Abuses of this Privacy Policy**](https://www.pearson.com/uk/pearson-privacy-and-you/privacy-policy.html)

Any improper collection or misuse of personal information is in violation of this Privacy Policy. Please report it by emailing [dmatnerac@btinternet.com](mailto:dmatnerac@btinternet.com)

You agree not to misuse any personal information available on our Site or to gather it or use robots or other automated scripts, codes or functionalities to do so.

We may immediately suspend or terminate your access to our site without notice if we become aware that you are in breach of applicable terms and conditions of use or of this Privacy Policy.

[**Changes to this Privacy Policy**](https://www.pearson.com/uk/pearson-privacy-and-you/privacy-policy.html)

We may update this Privacy Policy from time to time. We will always include the date of a new version so that you know when there has been a change.

If you don’t agree to the changes, please don’t continue to use our site or provide us with your personal information.

[**Contacting A T NERAC**](https://www.pearson.com/uk/pearson-privacy-and-you/privacy-policy.html)

If you have any questions about our Privacy Policy or the data we hold about you, or you wish to ensure that the data we hold about you is accurate and kept up to date, please do not hesitate to contact us at:

Data Protection Manager  
A T NERAC  
Unit 34, Mount Osborne Business Centre. Oakwell View, Barnsley. South Yorkshire S71 1HH

- or email us at [dmatnerac@btinternet.com](mailto:dmatnerac@btinternet.com)

This Privacy Policy is provided by A T NERAC Limited (registered number 05697922}, registered office Unit 34, Mount Osborne Business Centre, Oakwell View, Barnsley, South Yorkshire. S71 1HH

References in this Privacy Policy to “A T NERAC”, “we”, “us”, “our” or similar refer to A T NERAC Limited.

Please sign and return the Consent Form below and return this to Centre.

**A T NERAC – CANDIDATE CONSENT FORM**

**Consent**

The definition of “consent” in Article 4(11) of the GDPR is similar to the old Data Protection Directive definition, but adds some detail on how consent should be given:

What’s different about the standard of consent?

DP Directive Definition:

“any freely given specific and informed indication of his wishes by which the data subject signifies his agreement to personal data relating to him being processed”

GDPR Definition

any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her”

“

**What is valid consent?**

Your consent must be freely given; and you should have genuine ongoing choice and control over how A T NERAC use your data.

Your consent should be obvious and require a positive action to opt in

Your explicit consent must be expressly confirmed in words, rather than by any other positive action.

There is no set time limit for consent. How long it lasts will depend on the context, ie how long it would take to complete your award. You can opt out at any time by contacting A T NERAC.

If you still feel that your personal data has not been handled appropriately by A T NERAC, according to the law, you can contact Information Commissioners Office and file a complaint with them.

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| --- | --- |
| NAME: |  |
| ADDRESS: |  |
| MOBILE: |  |
| EMAIL: |  |
| CONSENT REQUIRED FOR: | Assessment of a Waste Management Award. |
| I agree that A T NERAC may obtain and retain relevant information about me. | |
| I have read and understood A T NERAC’s the Privacy Policy. | |
| I have been given the opportunity to ask questions. | |
| I understand I can withdraw my consent at any time. | |
| I know the name and position of the Controller and a contact number | |
| I Understand that all Personal information provided by me will remain confidential and no information that identifies me will be made available publicly. | |
| Signature of Candidate |  |
| Date: |  |

**CANDIDATE CONSENT FORM**

**Please sign and return this form to Centre**.