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| Ref. No: | IMS-POL-07 | General Data Protection Regulations - Privacy Policy (See QA-M-01) |  |
| Rev. Status: | 04 JAN 20 | | |

It is the policy of Nicol of Skene Ltd to respect and care for any private information received by the Company from whatever source.

Our Communications Procedure [QA-P-12] lists all of the “Interested Parties” from whom we may receive Private Data and Information. The people involved as Interested Parties are the “Owners” of the data/information.

None of this Private Data and Information shall be made available to any third party without specific written instructions from the Owner to the Company.

All Private Data and Information provided to the Company shall be:

1. Held securely either as Hard Copy or electronically or both.
2. The period of retention shall be in accordance with any legal requirement and the requirements of the Company.
3. Available to Owners for access at any reasonable time or date.

In the application of the above Privacy Policy it is the intention of the Company to meet the requirements of the latest issues of the “Data Protection Act” [DPA] and the “General Data Protection Regulations” [GDPR]

It is a scheme requirement that we record and store CCTV footage of candidates attending our CITB Test Centre. This data is held securely within our computer server and access is limited to designated test centre personnel. All data is held for 30 days from the test date after which time it is deleted. External access to this footage is limited to authorised CITB personnel for audit and verification purposes only.

Authorised by:



Richard Stott
Managing Director.

Date: 06th January 2021

Next Review Due: January 2022