



## PRIVACY POLICY

*This is an extract for IPAF Licence Holders and Applicants from the IPAF Privacy Policy, published 25 May 2018. To read the full privacy policy please visit [www.ipaf.org/privacy](http://www.ipaf.org/privacy).*

This policy is valid as of 25 May 2018. It is reviewed periodically and at least annually to ensure compliance with the *General Data Protection Regulation* and legislative requirements defined by law, where appropriate.

### WHAT WE MEAN BY PERSONAL DATA

Personal data is defined within GDPR as *'any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person'* (Article 4, GDPR)

### IPAF LICENCE HOLDERS AND APPLICANTS

#### Why we collect and process data, and what we will collect

IPAF collects the following information about you as is necessary for the performance of our contract (training administration) with you:

- Contact information (name, email, phone number, address, job title)
- Date of birth
- Photo
- National Insurance Number (where applicable)
- IPAF Powered Access Licence number

Where this information is not provided, IPAF cannot fulfil a contract with you. If you have any concerns or queries around collection of personal data, you can contact IPAF's Privacy Manager via email at [privacy@ipaf.org](mailto:privacy@ipaf.org).

#### Who has access to personal data

IPAF is the data controller for the information identified above. IPAF -Approved Training Centres, acting as a data processor for IPAF, generally handle collection of this information.

In order to provide users with the correct level of service, and to fulfil our contract with you, this information is shared with some third parties:

- The IPAF-Approved Training Centre where you completed your training will hold a copy of information they collect
- Payment information is processed by third party payment gateways.
- IPAF uses external development and IT support companies, who are based in the UK and EEA. Sometimes, individuals from these companies may come into contact with your personal data whilst providing services to IPAF. These third parties are subject to contracts detailing how they treat personal data and cannot use your information for any other purposes.
- The IPAF website contains a verification tool which allows anyone to search for a licence number. By searching for your licence number, it is possible to view information from your licence including your name.
- Independent auditors may come into contact with your personal data when conducting audits of Training Centres and Instructors. These auditors are subject to contracts detailing how they treat personal data and cannot use your information for any other purposes.

Personal data is subject to access control: access is restricted as much as possible to those with a need to know. The information IPAF holds is not sold or made available for use by other entities.

No profiling or automated decision making based on personal data is used by IPAF.

## **How long is personal data stored for**

IPAF will not retain personal data for longer than necessary to perform our lawful processing. Some information must be kept for longer due to legal and regulatory obligations. We will keep full details including contact information, date of birth, photo and IPAF Powered Access Licence number for 6 years. After this time, we will keep name, date of birth, photo and IPAF Powered Access Licence.

## **Data subject rights**

As a data subject, you have certain rights:

- The right to be informed
- The right to access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights surrounding profiling and automated decision making