



International Powered
Access Federation

www.ipaf.org

PRIVACY NOTICE

This is an extract for IPAF Licence Holders and Candidates from the IPAF Privacy Notice, published 12 June 2025. To read the full privacy notice please visit www.ipaf.org/privacy.

This notice is valid as of 12 June 2025. 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)

Representation for data subjects in the EU

IPAF values your privacy and your rights as a data subject and have therefore appointed Prighter Group with its local partners as our privacy representative and your point of contact.

Prighter gives you an easy way to exercise your privacy-related rights (e.g. requests to access or erase personal data). If you want to contact us via our representative Prighter or make use of your data subject rights, please visit the following website: <https://prighter.com/q/16332056486>

IPAF LICENCE HOLDERS AND CANDIDATES

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 privacy@ipaf.org.



National Insurance Number (Optional – UK Candidates Only)

If you are a UK-based IPAF Licence applicant and wish to include the CSCS logo on your IPAF PAL Card, you are required to provide your National Insurance Number for a one-time verification with the Construction Industry Training Board (CITB) to confirm successful completion of the Health, Safety and Environment (HS&E) test. Your National Insurance Number is not stored by IPAF after this verification, although the IPAF Approved Training Centre may retain it according to their own privacy notice.

If you do not wish to include the CSCS logo on your PAL Card, providing your National Insurance Number is not required.

Who has access to personal data

IPAF is the data controller for the information it collects directly and for information shared with it by IPAF Approved Training Centres for registration and licensing purposes.

IPAF Approved Training Centres act as independent data controllers for personal data they collect and use within their own businesses (such as for managing training, certification, invoicing, and communication). Each IPAF Approved Training Centre is responsible for providing their own privacy notice covering their processing activities.

When IPAF Approved Training Centres share data with IPAF for the purposes of registration and issuing licences, IPAF becomes a separate and independent controller of that data.

To support training administration or audits, IPAF may share relevant candidate or licence holder data with the original Training Centre, including information from their IPAF ID account where details have been provided.

In order to provide users with the correct level of service, and to fulfil our contract with you, IPAF shares information 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, Instructors, and Rental Depots. 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 name and 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

Data Sharing for Industry Projects

IPAF does not sell your personal data or make it available to third parties for marketing purposes. We only share limited, anonymised, or pseudonymised data with third parties when necessary to support industry-wide initiatives. In such cases, the data is processed to provide aggregated insights that help improve workforce planning, training, and safety in the industry. This shared data will not be used to identify you as an individual.