



Data Sharing Statement

Imperium Training & Asset Management Limited aims to treat all information and data we receive in a way that shows respect for our clients. We will **NOT** share your data unless it is specific requirement by an awarding training body to enable you to complete training that is required for you to carry out your duties as an employee.

Before sharing your information with an organisation that needs to “process your data” we ensure that:

- The organisation is registered with the ICO and has signed up to the data protection act 1998
- A copy of our and your employer’s data protection policy is agreed to
- Information provided is only used for the specific training course for which has been booked
- All computerised records, emails containing your information will be protected by minimum strength passwords, anti-virus, anti-spyware, firewall software.

Types of data we hold and may share

Type of data	Held?	Frequency	Reason
Name	Held	Always	Required to attend course
Company	Held	Always	Required to attend course
DOB	Held	Rarely	Specific requirements by CITB
National Insurance Number	Held	Rarely	Specific requirements by CITB
Home Address	Not held	Very Rarely	Usually for certification issue
Photograph	Held	Rarely	For ID Card purposes
Existing Training Records	Held	Rarely	To prove competency

We do not hold any other types of data relating to you as an individual.

Risk & Objection

The risk to any individual by sharing any of the above data with Awarding Organisations is low. You may object to your data being shared for your own training purposes by speaking directly to your employer who will notify us immediately. Your employer will advise us & you on how relevant training for you is to be booked and undertaken.

<SIGNATURE>

Kirstie Nuttycombe
Director

October 2016