



☎ 01223 491485

✉ [info@safetyrocks.co.uk](mailto:info@safetyrocks.co.uk)

📍 Compass House, Vision Park, Histon, CB24 6AD

## Privacy Statement & Fair Processing Policy

The following statement explains Safety Rocks Limited policy regarding the personal data you may disclose to us. E.g. when booking a training course or event.

Our aim is to respect your privacy and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

### The Data Controller

Safety Rocks Limited is the Data Controller and when dealing with examining bodies is the Data Processor for any personal data you give to us. Our full details are:

Safety Rocks Limited, Compass House, Vision Park, Histon, CB24 6AD.

Our Registered Address is: Ingle House, Oldman Court, St Ives. PE27 5DN.

**Telephone:** 01223 491485

**Email:** [info@safetyrocks.co.uk](mailto:info@safetyrocks.co.uk)

The person responsible for Data Protection is Carla Crocombe, Managing Director.

### What Personal Data We Collect and What We Do With It

#### Training Courses

When you book a course or an event, we will use your details to:

- Deliver our contract to provide training to you (where it is necessary for the performance of the contract)
- Contact you with regard to any matter arising from your booking or attendance at our event;
- Distribute a delegate list to course delegates only;
- Keep you informed of forthcoming training events run by Safety Rocks Limited (where we believe it is your legitimate interest).

If you book a certified/accredited course, we need to pass on your details on to the accrediting/endorsing bodies so that they can check your eligibility and/or make arrangements for you to sit their exams. It is necessary for the performance of our contract. For certain examining bodies (e.g. NEBOSH, IOSH) **we will not be able to register you for an exam unless you provide this in advance following the timescales dictated by the examination body.**

From time to time, an employer may request details of course attendance by their staff. We will disclose this information only where the employer has paid for the course or has allowed staff time off work for this purpose. In all other situations, we will seek your written consent. **We do not make automated decisions about you.**

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WHAT WE DO	OUR LEGAL BASIS UNDER GDPR
Deliver our contract to provide training to you.	Article 6(1)(b) – this is necessary for the performance of our contract with you/your employer. Without it we will not be able to process your booking. Article 6(1)(f) – this is necessary for our legitimate interests.
Contact you with regard to any matter arising from your booking or attendance at our event e.g. dietary requirements, cancelled courses, etc.	Article 6(1)(b) – this is necessary for the performance of our contract with you/your employer. Without it we will not be able to process your booking. Article 6(1)(f) – this is necessary for our legitimate interests. Article 6(1)(d) – this is necessary for your vital interests.
Distribute a delegate list to course delegates only (names only).	Article 6(1)(f) – this is necessary for our legitimate interests – we want delegates to be able to understand who is on the course with them.
Keep you informed of forthcoming training events run by Safety Rocks Limited.	Article 6(1)(f) – this is necessary for our legitimate interests – we want to keep you updated on new courses and dates.
If you book a certified/accredited course, we may need to pass on your details to the accrediting/endorsing bodies (e.g. NEBOSH) so that they can check your eligibility and/or make arrangements for you to sit their exams.	Article 6(1)(b) – this is necessary for the performance of our contract with you/your employer. Without it we will not be able to process your booking. Article 6(1)(f) – this is also necessary for our legitimate interests. Article 6(1)(d) – this is necessary for your vital interests.
Occasionally your employer may request details of your course attendance. We will disclose this information only where the employer has paid for the course or has allowed you time off work for this purpose. In all other situations we will seek your written consent.	Article 6(1)(b) – this is necessary for the performance of our contract with you/your employer. Employers will only pay for courses we have provided to you. Article 6(1)(f) – this is also necessary for our legitimate interests.



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We do not disclose your booking/course data to any other parties without your written consent.

Where you require us to make Reasonable Adjustments to enable you to attend a course or sit an exam, we may require further information from you. If this includes information about your physical or mental health, such as personal information or sensitive personal data (Special Categories Data), this will only be used by Safety Rocks Limited, the tutor and the examining body where it is in your vital interest, e.g. for Health or Safety reasons or to assess your eligibility for Reasonable Adjustments. We will not share or disclose it to other third parties.

### **How Long We Keep Your Personal Data**

By law, we must keep basic information about course attendees and their contact details for a minimum of 6 years for tax purposes.

Where you are a regular attendee on our courses or events, we will keep your personal data for longer where we feel it will speed up the course booking process and to save you having to give us the information again. This is in your legitimate interest.

Subject to any legal requirement, we will delete your information where you tell us you will no longer be attending our courses in the future or six years after you last attended a course (whichever is later).

### **Course Venues**

In order to provide you with a good service, e.g. if you have special needs or meal requirements, we may pass on your basic details to the course venue but only to make your attendance as comfortable as possible. This will not be your date of birth or address. We will only pass on details that are necessary for your Health or Safety and is in your vital interest.

Safety Rocks will not sell, assign, disclose or rent your personal data to any other external organisation or individual.

### **Protecting Your Personal Data**

We are committed to ensuring that your personal data is secure. To prevent unauthorised access or disclosure, we have put in place appropriate technical, physical and managerial procedures to safeguard and secure the information we collect from you.

### **Your Rights**

You are in complete control. Where we have requested consent, you can object or withdraw your consent to the use of your personal data at any time. Though in some cases we may not be able to



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provide your requested service (e.g. course) where the information processing is an integral part of the service, e.g. Accredited Courses (NEBOSH, IOSH, etc). We will tell you if this is likely to be the case.

Subject to some legal exceptions, you have the right to:

- request a copy of the personal information Safety Rocks Limited holds about you;
- to have any inaccuracies corrected.
- to have your personal data erased.
- to place a restriction on our processing of your data.
- to object to processing; and
- to request your data to be ported (data portability) – where there is consent or contract only.

### **Accessibility**

We can discuss this policy with you orally if you believe this will be easier, even though we have written this policy so that it can be understood, and our position is clear.

### **Purpose Limitation**

**We only use data for what we say we will, except where enforcing authorities make a legal request for your data.**

To learn more about your rights, please see the ICO website.

Please address any such requests to the Safety Rocks Limited person responsible for data protection.

If you are dissatisfied with our response, you can complain to the Information Commissioner's Office, who Safety Rocks Limited are registered with.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Telephone:** 0303 123 1113 (local rate) or 01625 545 745

**Fax:** 01625 524 510

### **Your Data Abroad**

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We do not transfer or process data outside the European Economic Area unless we have your specific consent or where the nature of the processing requires it (for example, because you have chosen to use an email or other communications service which routes data outside the EEA).

### **Review**

This statement and policy will be reviewed annually or if there is a significant change by the person responsible for data protection. 14<sup>th</sup> May 2019; Reviewed 25<sup>th</sup> May 2019 Carla Crocombe; Reviewed 24<sup>th</sup> May 2022 Carla Crocombe, Reviewed 01st September 2022.

A handwritten signature in black ink, appearing to be "Carla Crocombe".

**Dated: 13<sup>th</sup> September 2023**

**Carla Crocombe**

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