

## Privacy Policy

The National Skills Academy for Nuclear Limited (“the Skills Academy”) is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the “Act”), the Skills Academy is the data controller. It is registered in England and Wales under company number 06423637. The Skills Academy nominated representative for the purpose of the Act is: Nick Cusick (enquiries@nsan.co.uk).

### Information We May Collect From You

We may collect and process the following data about you:

- Information that you provide which is necessary to allow you to register on the NS<sup>4</sup>P system (as well as any changes to this information). This may include your name, gender, date of birth, National Insurance number, and e-mail address.  
N.B. An e-mail address will be required as NS<sup>4</sup>P uses password automation for when an individual requires a password reminder. In addition, a helpdesk will be provided should any problems be encountered with this process.
- Information that you provide which, at your option, may be recorded on your Nuclear Skills Passport (as well as any changes to this information). This may include your photograph, your curriculum vitae and job title.
- Information that you or a future employer provides to maintain your training, qualifications and competence records to date, hence giving you an accessible and transferable record.

### Where We Store Your Personal Data

Once we have received your information, we will use strict procedures and security measures to try to prevent unauthorised access. We have enabled HTTPS access to our site, in addition to SSL access over mobile devices. For the performance of our duties and proper use of your data, your information will have to be transmitted between NS<sup>4</sup>P and yourself. Unfortunately, the transmission of information via the internet is not completely secure. You should be careful to select strong passwords and we will do our best to protect your personal data and all communications. However we cannot guarantee the security of your data transmitted.

When not in transmission, all information you provide to us is stored on secure servers.

### Retention of Data

Once your information has been uploaded onto the NS<sup>4</sup>P system, it will remain accessible while you have an active NS<sup>4</sup>P account. Where you do not renew your annual subscription or where you chose to delete your account (i.e. you cease to be registered as an active NS<sup>4</sup>P account user) your account will be classed as inactive. This means your NS<sup>4</sup>P record has been removed to a separate area on the NS<sup>4</sup>P system and is not accessible to anyone except the Skills Academy. An inactive account may be reactivated if:

- You chose to reactivate your account online by clicking on the appropriate link within the NS<sup>4</sup>P website and making the required payment; or
- You obtain a job with a new employer (in the nuclear sector) and they request access to use your NS<sup>4</sup>P record. If this situation arises you will be asked to give your agreement for them and the Skills Academy to process the data that is held on your NS<sup>4</sup>P record. Your NS<sup>4</sup>P record will then be reactivated, with your record being transferred to your new employer.

### **Uses Made of the Information**

The Skills Academy uses information held about you in the following main ways:

- to register you for access to the NS<sup>4</sup>P site;
- for the purposes to which you have given us your consent;
- to provide you with information regarding the NS<sup>4</sup>P and to notify you occasionally about important updates;
- to provide you with access to the appropriate areas and functions of the NS<sup>4</sup>P;
- to allow you (should you subsequently become employed through one of the Skills Academy's Employer Members) to record that you have completed training and qualifications;
- to allow new employers (after you commence employment with them) to confirm your training and qualifications by reviewing your NS<sup>4</sup>P record.

It is unlikely that the Skills Academy will ever need to contact you directly. However, should the Skills Academy need to contact you, it will only do so by e-mail or post and using the information provided on your NS<sup>4</sup>P record.

### **Disclosure of Your Information**

We may disclose your personal information to third parties:

- to agencies and companies to whom you have given permission for them to see your NS<sup>4</sup>P record;
- to an employer if, on moving to a job within the nuclear sector, you give your permission for your NS<sup>4</sup>P record to be transferred to this new employer;
- so that we can administer and support the NS<sup>4</sup>P and your use of the NS<sup>4</sup>P. Our technical partners (the companies that maintain the NS<sup>4</sup>P) need access to it – these partners are legally bound to only access individual NS<sup>4</sup>P records as we direct;
- in the event that the Skills Academy sells its business or assets, it may disclose your personal data to the prospective seller or buyer of such business or assets;
- if the Skills Academy (or a substantial amount of its assets) is acquired by a third party, the personal data held by it may be one of the transferred assets;
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation; or
- to protect our rights, property or safety (or those of others).

### **Access to Information**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request will be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you. Please address any requests to the contact listed below.

### **Changes to This Privacy Policy**

Any changes we may make to this privacy policy in the future will come into force at next annual renewal (providing we still hold your personal data for the purposes of registration).

### **Contact**

Questions, comments and requests regarding this privacy policy should be sent to:

Nick Cusick (enquiries@nsan.co.uk).