**Please read and accept this Privacy Policy to enable access to your NS4P account.**

**PRIVACY POLICY FOR INDIVIDUAL NS4P ACCOUNT HOLDERS**

The National Skills Academy for Nuclear Limited (**“NSAN”**) 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”), NSAN is the data controller. It is registered in England and Wales under company number 06423637. The NSAN nominated representative for the purpose of the Act is Patricia Austin (enquiries@nsan.co.uk).

**INFORMATION WE 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 NS4P system (as well as any changes to this information). This is your name, gender, year of birth, National Insurance number, or equivalent National identifier and an e-mail address. N.B. An e-mail address will be required as the NS4P Application uses password automation for instances of an individual requiring 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 NS4P (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 transferrable 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 NS4P 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 NS4P system, it will remain accessible while you have an active NS4P account. Where you do not renew your annual subscription or where you chose to delete your account (ie you cease to be registered as an active NS4P account user) your account will be classed as inactive. This means your NS4P record has been removed to a separate area on the NS4P system and is not accessible to anyone expect NSAN. An inactive account will remain in the separate area for 5 years, after which it will be deleted.

An inactive account may be reactivated within the 5 year period if:

* You choose to reactive your account online by clicking on the appropriate link within the NS4P website and making the required payment, or
* You obtain a job with a new employer (in the nuclear sector) and they request access to your NS4P record. In this situation, you will be asked to give your agreement for them and NSAN to process the data that is held on your NS4P record. Your NS4P record will then be reactivated, with your record being transferred to your new employer.

You have the right to have personal data erased and to prevent further processing. If you would like to exercise your right to erase, you should contact NSAN in writing (enquiries@ns4p.co.uk) stating which of the following specific circumstances apply. Following erasure, NSAN will not be able to recover any data about you, your training, certificates etc

* Personal data is no longer necessary in relation to the purpose for which it was originally collected and/or processed
* You withdraw consent to your data being held in line with NSAN’s policies
* You object to the processing and there is no overriding legitimate interest for continuing to process
* Personal data was unlawfully processed
* Personal data has be erased in order to comply with a legal obligation

NSAN may refuse to comply with a request for erasure in the following circumstances:

* To exercise the right of freedom of expression and information
* To comply with a legal obligation for the performance of a public interest task or exercise of official authority
* For public health purposes in the public interest
* Archiving purposes in the public interest, scientific research, historical research or statistical purposes
* The exercise or defence of legal claims

**USES MADE OF THE INFORMATION**

NSAN uses information held about you in the following main ways:

* to register you for access to the NS4P system
* for the purposes to which you have given your consent
* to provide you with information regarding the NS4P and to notify you occasionally about important updates
* to provide you with access to the appropriate areas and functions of NS4P
* to allow you (should you subsequently become employed through one of NSAN’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 NS4P record

It is unlikely that NSAN will ever need to contact you directly. However, should NSAN need to contact you, it will only do so by email or post and using the information provided on your NS4P.

**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 NS4P record
* to and employer if, on moving to a job within the nuclear sector, you give your permission for your NS4P record to be transferred to this new employer
	+ so that we can administer and support the NS4P and your use of the NS4P. Our technical partners (the companies that maintain the NS4P) need access to it – these partners are legally bound to only access individual NS4P records as we direct
* in the event that NSAN sells its business or assets, it may disclose your personal data to the prospective seller or buyer of such business or assets
* if NSAN (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
* 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. Please address any requests to the nominated representative (enquiries@ns4p.co.uk)

**CHANGES TO THIS PRIVACY POLICY**

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

**CONTACT**

Questions, comments and requests regarding this privacy policy are welcomed and should be sent to the nominated representative (enquiries@ns4p.co.uk)

**CONSENT**

By accepting below, you are indicating that you are happy for NSAN and your employer to process your data in accordance with this policy. If you chose not to accept this policy you will not be eligible for an NS4P account. Bottom of Form