

1) [ATi Data Protection & Confidentiality Policy \(v2.0 March 2018\)](#)

Data protection statement

To operate effectively, Assessor Training Ltd needs to collect and use certain types of information about people with whom it deals. These include current, past and prospective employees, suppliers, clients/customers, Approved Centres, Approved Centre staff, associates, candidates and others with whom it communicates. Assessor Training Ltd is registered with the Information Commissioner for this purpose (registration number Z2325239).

Assessor Training Ltd regards the lawful and correct treatment of personal information as very important to successful operations and to maintaining confidence between partners and customers.

Assessor Training Ltd fully agreed to adhere to the Principles of Data Protection, as described within the Data Protection Act 1998 and specifically, the principles require that personal information:

- Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met
- Shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
- Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
- Shall be accurate and, where necessary, kept up to date
- Shall not be kept for longer than is necessary for that purpose or those purposes
- Shall be processed in accordance with the rights of data subjects under the Act
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
- Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

Therefore, Assessor Training Ltd will, through appropriate management:

- Observe fully conditions regarding the fair collection and use of information
- Meet its legal obligations to specify the purposes for which information is used

- Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements
- Ensure the quality of information used
- Apply strict checks to determine the length of time information is held
- Ensure that the rights of people about whom information is held, are able to be fully exercised under relevant regulations.
- Take appropriate technical and organisational security measures to safeguard personal information
- Ensure that personal information is not transferred abroad without suitable safeguards

In addition, Assessor Training Ltd will ensure that:

- The CEO has specific responsibility for data protection in the organisation
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice
- Everyone managing and handling personal information is appropriately trained to do so
- Everyone managing and handling personal information is appropriately supervised
- Anybody wanting to make enquiries about handling personal information knows what to do
- Queries about handling personal information are promptly and courteously dealt with
- Methods of handling personal information are clearly described
- A regular review and audit is made of the way personal information is managed
- Methods of handling personal information are regularly assessed and evaluated
- Performance in handling personal information is regularly assessed and evaluated

For details of how Assessor Training Ltd specifically retain, store and use candidate records and individuals rights and responsibilities to this, please refer to our General Privacy Statement.