

GDPR May 2018

Humberside Engineering Training Association does keep personal data within its Management Systems, this information is held and used solely for the recruitment of, and the subsequent delivery of training to Apprentices & Learners. Supporting processes including the creation of Sales Orders and Purchase Orders may include the personal details of Customers & Contractors. We are committed to the security of this personal data and are working effectively towards meeting the new GDPR requirements. Building on our existing data protection processes, our compliance with GDPR will be fully met prior to the regulations coming in to force in May 2018.

Privacy Statements will be displayed on the Website aimed at Learners, Customers, HETA Staff and Contractors, detailing:

- What information we hold
- What we do with it
- Your rights under GDPR
- How long we hold it for
- How we dispose of this information

The statements will appear when they have been approved by our senior management team. All staff at HETA are responsible for the secure management of the personal data we hold about you. Only those members of staff that require access and use of your data will have the authority to access it.

If you require any further information please contact the Data Protection Office at data.protection@heta.co.uk

QACO
12/2/18