

## LIFT AND ESCALATOR INDUSTRY ASSOCIATION

### QCF PRIVACY POLICY

The aim of this policy is to communicate the commitment of the Lift and Escalator Industry Association (LEIA) and associated Training Providers to protection of privacy in all training opportunities given.

It is our policy that we will endeavour to comply fully with the Data Protection Act 1998 in its handling of personal data. We aim to keep your data safely and securely and to use them only for stated purposes.

#### **Criteria**

*To identify and minimise the risk of disclosure of personal information by staff.*  
*To use the data provided only in connection with QCF qualifications.*  
*To securely dispose of the data when no longer required for the QCF qualifications.*

#### **Provisions**

##### **Your data**

Where you give us personal data in order for us to provide you with a service, your data will be used in connection with that service. In some cases we may hold data for use in connection with future contacts you may make with us. For example, data obtained during registration may be linked with data subsequently collected if you enrol as a Learner.

We do not sell or give your data to other organisations for marketing purposes.

We may pass some of your data to other organisations if this is required by law, is necessary for the prevention or detection of crime or is necessary in order to provide particular services to you

Some data collected may be used for our own research purposes in anonymous and non-attributable form.

##### **Disclosure**

Please note that in most cases LEIA is unable to disclose information about Learners in response to third party requests (including those made by employers) without the prior written consent of the individual concerned, unless it is necessary to do so in order to comply with legal requirements or to prevent or detect crime.

You have the right under the Act to request copies of personal data relating to yourself that are held by LEIA, subject to a charge of £10. Such requests should be made in writing to the address below, accompanied by a cheque for £10 made payable to 'LEIA'. It is helpful if you can provide information that may assist us in our search for the data that you are seeking, such as your Learner number, date of birth. On receipt of these, LEIA will send you copies of data as soon as possible and in any event within 40 days, provided exemptions specified by the Act do not apply.

### Queries

Any queries in relation to data protection issues or the use of data by LEIA should be addressed to the Examinations Officer.

### Contact

Examinations Officer  
LEIA  
Rotherwick House  
3 Thomas More Street  
London  
W1G 6PY

020 7935 3013

[enquiries@leia.co.uk](mailto:enquiries@leia.co.uk)