



## LEIA EDUCATIONAL TRUST

### DISTANCE LEARNING COURSE PRIVACY POLICY

The aim of this policy is to communicate the commitment of the LEIA Educational Trust through the Education and Training Committee of the Lift and Escalator Industry Association (LEIA) and staff members to protection of privacy in all training opportunities given by the Committee.

It is our policy that we will endeavour to comply fully with the General Data Protection Regulations 2018 (GDPR) 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 in connection with the Distance Learning Course and related LEIA general correspondence.  
To securely dispose of the data when no longer required for these purposes.*

#### **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 candidate.

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.

Data collected may be used for LEIA general correspondence about related matters.

##### **Disclosure**

Please note that in most cases LEIA is unable to disclose information about candidates in response to third party requests (including those made by employers) without the prior express 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 GDPR to request copies of personal data relating to yourself that are held by LEIA. Such requests should be made in writing to the address below. 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 Candidate ID number, date of birth. On receipt of these, LEIA will send you copies of data as soon as possible and in any event within one month, provided exemptions specified by GDPR 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  
St Katherine's & Wapping  
London  
E1W 1YZ

020 7935 3013

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