

Annex A: Processing, Personal Data and Data Subjects

Description	Details
Subject Matter of the processing:	<p>Personal data is processed for the performance of the contract.</p> <p>Personal data is processed for the purposes of encouraging and providing adequate training of persons employed or intended to be employed in the construction industry. This will include the delivery of websites and services providing access to training courses.</p> <p>Personal data is processed for the purposes of protecting the health and safety of the data subject or another person in connection with employment in the construction industry.</p> <p>Personal data is processed for the purposes relating to course funding, such as the processing of CITB grant.</p>
Duration of the processing:	Processing will take place for the duration of the contract, plus a period of that CITB specifies to meet its legal or contractual obligations.
Nature and purposes of the processing:	<p>Processing will include the storage retrieval, modification, transmission and display of information to external parties who are authorised to access the information.</p> <p>Processing will also include the administration and information security of the information in the form of backup and recovery.</p>
Type of personal data:	<p>Personal data will include the following types:</p> <ul style="list-style-type: none"> • Name and address • Telephone Number • Email address • Date of birth • National Insurance Number • Bank Account Details • ID Photo • Employer information • Employee Information • CITB ID Number (Phoenix/Card ID) • Qualification information
Categories of data subject:	<p>Categories of data subject will include:</p> <ul style="list-style-type: none"> • CITB staff and their data processors • ATO staff and their data processors • Employees/Learners • Employers and their data processors
Plan for the return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data:	<p>Where necessary information is duplicated to CITB data processing facilities for retention and destruction according to its data retention schedule.</p> <p>It is the responsibility of the ATO that data is destroyed according to its data retention schedule.</p>