

**Construction Skills Certification Scheme and Quarries Skills Certification Scheme
STANDARD DATA PROTECTION NOTICE**

1. PERSONAL DATA COLLECTED AND OBTAINED

This Data Protection Notice ("**Notice**") sets out the basis on which SOLAS ("**SOLAS**", "**we**", "**our**" or "**us**") of Block 1, Castleforbes House, Castleforbes Road, Dublin 1 will use the personal details ("**Personal Data**") you will provide when completing the participant application form (the "**Form**") to be registered as a CSCS or QSCS cardholder. This Notice also details how SOLAS will process your Personal Data for the purpose of assessing your Form and, if successful, issuing the relevant card to you ("**Card**").

2. HOW AND WHY WE PROCESS YOUR PERSONAL DATA

This section details how ("**legal basis**") and why ("**purposes**") we process your Personal Data:

Legal basis: To process your Personal Data to enter into and perform our contract with you including for the following purposes: (a) to process your Form; (b) to issue you with a Card; (c) to verify your Card on an ongoing basis; (d) to renew or replace your Card where you ask us to do so; (e) to correspond with you in relation to the above services; and (f) to facilitate the issue of safety text alerts where you have given us permission to do so; (g) For CSCS card applications ONLY to allow your existing or potential employers validate your card where you have given us permission to do so.

It may also be necessary to process your Personal Data for the purpose of complying with legal obligations to which we are subject including to fulfil our statutory functions.

IMPORTANT: If you do not provide us with your Personal Data so that we can process it for the above purposes, we will not be able to assess or process your Form, issue you with, or renew/replace your card and/or communicate with you as necessary.

3. DISCLOSURE OF YOUR PERSONAL DATA

We may disclose some or all of your Personal Data to the following parties: SOLAS business units, SOLAS agents or service providers including SOLAS approved training organisations/tutors/assessors/monitors, Global Payments, the contracted card printing company, government and state authorities including the Construction Industry Federation [CIF], The Health and Safety Authority [HSA], Tullamore (LOETB) and Quality and Qualifications Ireland (QQI). For CSCS card applications only: We may also disclose your Personal Data to your existing or potential employers where you have given us permission to do so. We may also disclose your Personal Data to third parties if we are under a legal duty to disclose or share your Personal Data in order to comply with any legal or regulatory obligation or request or to perform a public function.

4. KEEPING YOUR PERSONAL DATA

We will keep your Personal Data for a minimum period of 7.5 years from when your Card expires and/or is not renewed. In some cases, we will need to retain your Personal Data for longer periods for compliance with legal obligations imposed on us or where we are a party to legal proceedings with you, and to ensure you a continued client service. We will also need to retain your Personal Data on the permanent National Construction Schemes Database. Such Personal Data will be securely retained in line with the SOLAS records retention and disposal Procedure.

5. YOUR RIGHTS

The following are your rights to address any concerns or queries regarding the processing of your Personal Data. You can exercise any of these rights by submitting a request to the Data Protection Officer, SOLAS, Block 1, Castleforbes House, Dublin 1. We will provide you with information on any action taken upon your request in relation to any of these rights without undue delay and at the latest within one month of receiving your request. We may extend this by up to 2 months if necessary, however we will inform you if this arises. You have the right to lodge a complaint with the Data Protection Commission with regards to our processing of your Personal Data.

- The Right to Access
- The Right to Rectification
- The Right to Erasure
- The Right to Restriction of Processing
- The Right to Object to Processing
- The Right to Withdraw Consent
- The Right to Data Portability
- The Right to Object to Automated Decision Making

6 CONTACT US

If you have questions or concerns about this Notice, please contact the SOLAS Data Protection Officer at SOLAS Data Protection Officer, SOLAS, Castleforbes House, Dublin 1.

7 CHANGES TO THIS NOTICE

We may amend this Notice from time to time, in whole or part, at our sole discretion.

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this Notice, or otherwise disclosed to you at the time it was collected, we will notify you and you will have a choice as to whether or not we use your information in the new manner.