

Privacy Notice – Statutory Levy Returns & Grant Applications

**Data Controller
Data Protection Officer**

**Construction Industry Training Board NI (CITB NI)
Data Protection Officer, Nutts Corner Training Centre, 17 Dundrod Rd, Crumlin,
BT29 4SR, 028 9082 4209, info@citbni.org.uk**

Who is CITB NI?

CITB NI is an Industrial Training Board (ITB) established under the Industrial Training Act (Northern Ireland) 1964 and subsequently repealed by the 1984 Industrial Training Order (and associated legislation), to encourage the adequate training of those employed or intending to be employed in the construction industry in Northern Ireland.

This version of the Privacy Notice - Statutory Levy Returns and Grant Applications was last reviewed February 2023.

Why are you processing my personal information?

- For the Collection of Levy and encouragement of adequate training within the Construction Industry
- CITB NI collects and holds information on Employers, their staff and Agents acting on their behalf in accordance with its legislative obligations under the Industrial Training (Northern Ireland) Order 1984 Clause 28 and the Industrial Training Levy (Construction Industry) Order (dated annually)
- The information will only be used for the Performance of Tasks carried out in connection with CITB NI's obligations under, but not exclusive to, the Industrial Training (Northern Ireland) Order 1984 Clauses 12, 15, 16, 23, 24, 25, 26, 28 and 30

Where do you get my personal data from?

The data held will be gathered from;

- The CITB NI Annual Levy Return
- Information provided from Employers and their authorised staff and/or Agents
- Audits carried out by CITB NI staff and their Agents in accordance with legislation and tasks required in executing our legislative duties
- Information submitted in the Grant Application process which is a task carried out in execution of our legislative obligations
- Information gathered relating to attendance at CITB NI training and information events

Do you share my personal data with anyone else?

- The information obtained will only be used for the purposes of Collection of Levy and encouragement of adequate training within the Construction Industry
- CITB NI does not share your personal information with 3rd parties except under Legislative obligations or in the performance of its tasks carried out in accordance with its legislative obligations
- CITB NI may share data with your Accountant/Agent in order to assist you in fulfilling your legislative obligation
- CITB NI provides access to Registered Employers to an employer's alphabetical listing to assist employers in the completion of the statutory annual return form. This list provides names and addresses of all registered employers. The purpose of this list is to avoid potential duplication of levy payments

Do you transfer my personal data to other countries?

Personal Data is not exported outside of the UK for the purposes of administering the CITB NI's operations, however we may employ third party companies and individuals to facilitate our own service provision, to provide a service on our behalf, to perform related services or to assist us in analysing how our service is used. These third parties have access to personal information only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

Access to data by authorised Agents/Accountants

Any information obtained from using your client's log in details for CITB NI, should not be used for any other purpose than completing the levy Return form or grant applications. Information that is available online, regarding your clients levy and grant applications, may contain personal information. This information must be:

- Used lawfully.
- Used only for the purposes we have told you about.
- Relevant to the purposes we have told you about and limited to only those purposes.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.
- Meets the requirements of your own GDPR Privacy Notice with your client.

How long do you keep my personal data?

Information obtained will be disposed of in accordance with CITB NI's disposal policy and schedule:

- Levy information will be held for 7 years
- Grant information will be held for 7 years
- Financial information will be held for 7 years
- Legal information and documents will be held for 10 years
- Course/event participant information will be held for 7 years

Information will be securely disposed of after that period of time.

Automated decision making or profiling

- CITB NI does not use automated decision making or profiling.

What rights do I have?

- CITB NI collects and process Data from in-scope employers on the basis of legal obligation. Employers and individuals have no right to object or request erasure of Data held in compliance with CITB NI's legislation
- You have the right to obtain confirmation that your data is being processed and have access to the data we process
- You are entitled to have personal data rectified if it is inaccurate or incomplete
- You may have a right to have personal data erased and to prevent processing, in specific circumstances
- You may have the right to suppress processing of personal data in specific circumstances
- You have the right to data portability, in specific circumstances

How can I Exercise my rights?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact CITB NI Data Protection Officer at:

Data Protection Officer
CITB NI
Nutts Corner Training Centre
17 Dundrod Road
Crumlin
BT29 4SR

Email: info@citbni.org.uk
Tel 028 9082 4209

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email: [via ICO website at website address below](#)
Tel: 0303 123 1113
<https://ico.org.uk/global/contact-us/>