

Privacy Policy



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Introduction

Mineral Products Qualifications Council (MPQC) is a 'not for profit' membership organisation whose members are derived from the quarrying, mineral products, mining, construction and related manufacturing sectors. MPQC members cover a wide breadth of the mineral products industry and range from sole traders to multi-national corporations.

MPQC aims to comply with all applicable data protection laws when processing personal information. These laws are in place to safeguard personal information and include measures covering data security, your rights regarding your personal data, and the use and disclosure of your data.

Scope of Policy

Staff of the following areas are within the scope of this document:

- Permanent staff
- Secondees
- Contractors
- Temporary staff

Purpose of Policy

This privacy policy explains how MPQC processes personal data. In particular, it explains how we collect, use, disclose, transfer and store data in relation to the MP connect scheme.

We are regulated under the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

MPQC may collect the following information;

- Name
- Address
- Date of birth
- Professional certificates and competencies
- Driving licence
- NI Number

This list is not exhaustive and may include any other relevant data depending on the circumstances.

Your Rights

You have the following rights regarding how we use your data.

You have the right to know if we hold data about you, what it is, its source and how we use it. You can do this by emailing mpconnect@mp-qc.co.uk.

Our address is:
MP House
4a Meadowbank Way
Eastwood
Nottinghamshire
NG16 3SB

Tel: 0115 983 5755

You have the right to complain to the [Information Commissioners Office](#) if you believe that we have handled your data inappropriately or we have not exercised any of your rights (Registration Number: Z8206631).

If you believe that the data we hold about you is inaccurate or incomplete, you have the right to request that we correct it without undue delay. We may need to investigate further to confirm that this is the case.

You have the right to have your data erased where there is no need for us to carry on holding it. However, where we have a legal right or obligation to hold your personal data, this right will not apply. You have the right to have the processing of your personal information restricted where it is inaccurate or where the processing is unlawful.

How we keep information about data subjects

All information is kept on a secure database which is backed up by one of the Country's leading external servers. We adhere to any legal or regulatory requirements for keeping or deleting your data.

We cannot specify how long we will need the data for as this could vary from 1 month (if you decide to leave your current employment) up to 7 years for legal and audit purposes. There is a process in place to review this need at regular intervals.

Who we may share personal information with

We will only share data with any third parties where it is lawful and necessary to do so. This will only be shared with permission from the data subject.

Monitoring

Compliance with this policy will be monitored via our Data Protection Officer (DPO). The DPO is responsible for the monitoring, revision and updating of this document on a 3 yearly basis, or sooner if the need arises.

Related Policies

As well as this policy you can gain access to our Information Security Policy and Data Protection Policy by going on the MPQC website; www.mp-qc.org

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