

# NATIONAL GRID PERSON BOOKING PORTAL PRIVACY NOTICE

## What we collect

Energy & Utility Skills Limited will be what's known as the 'controller' of the personal data you provide to us. Our company registration number is 03812163 and our registered address is Friars Gate, 1011 Stratford Road, Shirley, Solihull, B90 4BN. The person responsible for our data protection is Rachel Thomas and can be contacted at [dataprotection@euskills.co.uk](mailto:dataprotection@euskills.co.uk).

We collect personal data about you, including for example your name, date of birth, e-mail address, postal address and employer. This may include location-based information.

## Why we need it

Here at Energy & Utility Skills Limited we take your privacy seriously and will use your personal information in a number of ways which will help us manage bookings for National Grid Person authorisation training and assessment.

The processing of your personal information is necessary for the performance of a contract to which you are party to. The terms of the contract are set out in our Terms and Conditions which are available [here](#).

## How we will use the information about you?

We may share your information with National Grid and National Grid's contracted training provider.

## How long we keep it

We will keep your basic personal data for three years from the date of your last log in to the National Grid Person Booking Portal, after which time it will be destroyed.

## What are your rights?

If at any point you believe retained information is incorrect you can request to see this information and even have it corrected and possibly deleted. Providing you this information is free of charge, but charges may apply for excessive requests.

If you wish to raise a complaint on how we have handled your personal data, you can Rachel Thomas ([dataprotection@euskills.co.uk](mailto:dataprotection@euskills.co.uk)) who will investigate the matter.

Where relevant, you have the right to withdraw consent at any time and this means that we cannot process your data provided without your consent.

**For further information on which companies have been supplied with your details or how your information is used, how we maintain the security of your information and your rights to access/alter and change information we hold on you, please write to us at: Rachel Thomas, Energy & Utility Skills Limited, Friars Gate, 1011 Stratford Road, Shirley, Solihull, B90 4BN.**

Should you be unhappy with our processing of your personal data, you have a right to complain to the Information Commissioner's Office, which is the regulator for data protection.