

LW/KL/NSI 007 18

27 February 2018

To: All NSI approved companies and applicants

Dear Colleague,

GDPR – PROCESSING OF PERSONAL DATA

As you will be aware, the deadline for compliance to the GDPR falls on the 25th May 2018. The GDPR is an EU regulation providing revised requirements for organisations processing the personal data of individuals within the EU, and therefore applies to every company.

To comply with these new regulations, there must be a *lawful basis* for us to collect, process and store any personal data that you provide us with. For NSI, the contract with approved companies for the provision of audit services provides this basis, as well as any active consent you may have given us to receive or access particular services.

For your information, the data provided by you that we hold includes, but is not limited to, the following:

- **Company information**
 - Name, address and contact details; legal ownership and registration details; trading premises; company background; company activity; personal data forms of directors/shareholders etc.
- **Contact information**
 - Contact name, job title, business address, business phone number/mobile number/email address.
- **Information related to specific schemes**
 - E.g. BAFE, DHF, SIA Approved Contractor, Surveillance Camera Commissioner
- **Certificates of Compliance Database**
 - Signature and job title of a representative from the installing company
 - End user name and address (name removed after 7 years on domestic certificates)

One of the benefits of NSI approval is that your company's approval information is published in our online Directory in order to promote your quality services. The company information publicly available includes the company name, address/location, phone number, email, fax, website and the approvals you hold.

We may need to share your information with a third party as part of the approval process, for example if you are applying for a third party scheme (e.g. BAFE, SIA, DHF, SCC) where NSI acts as an authorised Assessing Body. This information is shared and processed confidentially by both parties solely for the purposes of approval to the scheme and maintenance of the approval. Additionally, NSI is audited by the United Kingdom Accreditation Service (UKAS) to maintain our accredited status, and may be required to show UKAS assessors approved company files for the purpose of the audit process. To view the Privacy Policy of any of our associated third parties, please visit their website.

We may be asked to disclose your information without your consent if we are required to comply with a legal obligation (e.g. a police investigation).

For more information on lawful bases for processing, please follow this link to the Information Commissioner's Office website:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

If you have any questions about the information that NSI is required to hold, or wish to request access or changes to your data, please contact your NSI Head Office contact. Further details will be provided in our Privacy Notice which will shortly be available on the NSI website.

Yours sincerely,



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