

## **Data Protection statement for ASTA Technology UK Limited**

ASTA Technology UK Ltd (ASTA) processes your personal data in order to respond to enquiries, to register you as a delegate on a course delivered by ASTA and to remind you of the re-certification deadlines. If you have any questions about how ASTA processes your data then the following contact information may be useful. ASTA's correspondence address is:

### **ASTA Technology UK Ltd**

Anglesea Building  
Portsmouth  
PO1 3DJ  
United Kingdom

Tel: +44 (0) 23 9284 2049

Email: [asta@port.ac.uk](mailto:asta@port.ac.uk)

ASTA's Data Protection Officer is:

Samantha Hill – Information Governance Manager

Direct telephone number: 02392 843462

Email: [Samantha.Hill@port.ac.uk](mailto:Samantha.Hill@port.ac.uk)

### **What we use the data for**

ASTA processes your personal data in order to register you as a delegate on a course delivered by ASTA. In case of attendance of ESA training, ASTA will also hold your ESA certificates awarded on successful completion of your course(s).

ASTA will use your contact details to respond to enquiries and to keep you informed of events relevant to your course such as reminders of re-certification requirements.

### **Our legal basis for processing your data**

The University's legal bases for processing your personal data is that the processing is necessary for the performance of the contract you enter into with the University when registering on your course, as well as the processing being in the legitimate interests of ASTA to remind you of the need for re-certification.

### **Who will have access to your data?**

Only those staff within ASTA who need to have access to the data you provide on application, in order to administrate your education, will have access to that data. Staff from the Finance department of the University of Portsmouth (of which ASTA is a subsidiary) will have access to your personal data for invoicing purposes, whilst auditors will have access for auditing purposes.

### **Who will receive your data?**

Where students book on a course run for the Association Connecting Electronics Industries® - IPC, your name and work email address will be uploaded to the IPC portal, where your certificate of successful completion will also be held.

Attendance data for Airbus employees only will be shared with the third party – currently Conduent to which Airbus outsourced management of training.

The University will not release data to any **third person** without there being a legitimate reason to do so, except where you ask us to.

### **Will your data be sent or stored abroad?**

Although the University of Portsmouth, and therefore ASTA by extension, stores some data in the cloud via Google Apps for Education, the servers for this data are EU based.

Details of delegates on IPC courses are held on the IPC Portal which is hosted in the USA. [X].

### **How long will your data be stored?**

ASTA will retain your record for at least five years – which allows for certification and one cycle of re-certification after two years - so that we can fulfil our function of recording details of the awards we make, and provide details of your education and references if asked to do so. (After these five years we will remove your details from ASTA records.)

### **Your rights**

You are entitled to request a copy of the data you provide to us in an electronic format so that you may pass that data to another body (the right to data portability), as well as to request a copy of the data we hold about you (a Subject Access Request). You are also entitled to raise an objection to the processing where the processing of data we hold about you is likely to cause you damage or distress, and to request either the rectification of any incorrect data, the restriction of any further processing of your data or the erasure of your data (right to be forgotten). Whilst you have the right to withdraw your consent for processing your personal data where it is carried out with your consent, where we need the data as part of a contract, it is not possible to withdraw your consent as the data is required to carry out the contract.

If you require any further information on, or wish to object to, any of the uses to which we put your data, you should contact Samantha Hill, ASTA's Data Protection Officer on +44 (0)2392 843642 or [samantha.hill@port.ac.uk](mailto:samantha.hill@port.ac.uk).

Finally, you have the right to complain about the processing of your data to the UK regulator, the Information Commissioner's Office. For more information about this body and how to make a complaint, please see [www.ico.org.uk](http://www.ico.org.uk).