

GDPR NOTICE FOR ASSESSORS/EXPERTS

This Privacy Notice is issued by the Irish National Accreditation Board (part of the Health and Safety Authority) of Metropolitan Building, James Joyce Street, Dublin 1, Ireland (“INAB”, “we”, “us”, “our”).

The purpose of this Notice is to inform you of the data relating to you that we collect and use and the uses (including disclosures to third parties) we make of your data.

If you have any questions about our use of your personal data, please contact our Data Protection Officer, Ms. Marie Manning at dpo@hsa.ie

Personal Data that We Collect and Process:

We may collect, have transferred to us and process data relating to you during the course of our relationship with you. Such data may include:

- your name and contact details, including your address, phone number and email address;
- your bank account details and VAT registration details (if applicable);
- details of your qualifications, training records and contracts of employment;
- financial receipts for the purposes of payment of expenses arising from INAB assessment activity.

Purposes of Processing and Legal Basis:

We will use personal data relating to you for the purposes of:

- Assessor/expert qualification for the purposes of INAB assessments;
- Administering and managing contracted assessor/expert;
- Training;
- Provision of information on events, notification of process changes and newsletter circulation;
- Calculating and paying assessor related costs and expenses;
- Dealing with complaints, claims or legal proceedings;
- Complying with applicable legal obligations;

The legal bases on which we process your personal data are that:

- it is necessary for compliance with a legal obligation that applies to us;
- it is necessary for the performance of a contract to which you, are, a party;
- it is necessary for the performance of tasks that we carry out in the public interest or in the exercise of official authority vested in us by law.

Requirement to Provide Data:

You are not under a statutory or contractual obligation to provide us with any personal data.

Recipients of Data:

We may disclose your personal data to other organisations in connection with the above purposes, including:

- to third parties who we engage to provide services to us, such as IT service providers, professional advisers, auditors and outsourced service providers;
- to competent regulatory authorities or bodies as requested or required by law;

- in accordance with ISO 17011:2017 (7.4.2), INAB will provide your name and employing organisation to the Conformity Assessment Body (INAB client) under assessment.

Retention:

We will not retain your personal data for longer than necessary. We retain your personal data only for as long as we need it for the purposes described above, or to comply with our obligations under applicable law and, if relevant, to deal with any claim or dispute that might arise between you and us.

Transfers Abroad:

In connection with the above, we may transfer your personal data outside the European Economic Area (EEA), including to a jurisdiction which is not recognised by the European Commission as providing for an equivalent level of protection for personal data as is provided in the European Union. If and to the extent that we do so, we will ensure that appropriate measures are in place to comply with our obligations under applicable law governing such transfers. For example, where we provide services to accreditation bodies outside the EEA we will seek your consent to the transfer of your data outside the EEA.

Your Rights:

You have the following rights, subject to certain restrictions, in relation to your personal data:

- the right to access your personal data;
- the right to request the rectification and/or erasure of your personal data;
- the right to restrict the use of your personal data;
- the right to object to the processing of your personal data;
- the right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.

In order to exercise any of these rights, please contact us at dpo@hsa.ie

Complaints:

If you are not happy with the way we have used your information or addressed your rights, you have the right to make a complaint to the Data Protection Commission by emailing info@dataprotection.ie