

Our commitment

On 25 May 2018 the Data Protection Act 1998 was superseded by the General Data Protection Regulation (GDPR). CIBSE Certification Ltd want to assure you that we are committed to protecting your privacy, and take our responsibility regarding the security of your personal data very seriously. This policy explains how we use any personal information that we collect about you and how you can instruct us regarding the processing of your data and procedures that we have in place to safeguard your privacy.

Principles underlying our commitment

We hold your details as required by the various Scheme or Standards requirements for the certification that we provide. We generally only contact you in connection with the ongoing maintenance of your certification through a monthly newsletter, however from time to time we will also use this newsletter to notify you of other certification services that we develop. We would like to think that this information is of use to you.

We do not sell your personal data or pass on any details to 3rd parties, including related parties.

Managing your privacy

We process your data on the basis of the contract that we hold with you. You are free to unsubscribe from our communications but due to the mandatory nature of the maintenance requirements of certification this will make it impossible for us to provide you with the necessary information required to maintain your certification.

We will of course continue to contact you by telephone or e-mail in response to specific questions or requests for information. If you wish to unsubscribe from any form of communication, please email epc@cibsecertification.org and advise us accordingly.

Responsibility and implementation

Responsibility for the compliance with this policy lies with the Managing Director of CIBSE Certification Ltd, Rowan Crowley.

Review and update

This policy will be reviewed and updated where appropriate in accordance with prevailing legislation.

Document reference:	CCMP 013	Approval:	R Crowley
Revision number:	1		
Issue date:	04/06/18	Page:	1 of 1