

## Data Protection

**Organisation name:** The British Institute of Non-Destructive Testing (BINDT)

**ICO Registration reference:** Z7185540

### Trading Names

BINDT, PCN

### Organisation Trading Address

Midsummer House  
Riverside Way  
Bedford Road  
Northampton  
NN1 5NX

### Nature of work

Professional Engineering Institute, Membership Organisation

### Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

### Reasons/purposes for processing information

We process personal information to enable us to provide consultancy and advisory services, to promote our services, to maintain our own accounts and records and to support and manage our employees.

### Type/classes of information processed

We process information relating to the above reasons/purposes. This information may include:

- personal details
- family, lifestyle and social circumstances
- business activities of the person whose personal information we are processing
- goods and services provided
- financial details
- education details
- employment details

We also process sensitive classes of information that may include:

- physical or mental health details
- offences and alleged offences
- racial or ethnic origin
- religious or other beliefs of a similar nature

### **Who the information is processed about**

We process personal information about our customers, clients and employees, complainants and enquirers, students, suppliers, advisers and other professional experts.

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary, we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

### **Where necessary or required we share information with:**

- business associates and other professional advisers
- family, associates and representatives of the person whose personal data we are processing
- financial organisations
- current, past or prospective employers
- educators and examining bodies
- suppliers and services providers

### **Data retention and deletion**

We do not retain or process personal data for longer than is necessary to carry out the agreed purposes.

### **Transfers**

It may sometimes be necessary to transfer personal information overseas. When this is needed, information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the data protection act.

### **Compliance with national laws**

We ensure compliance with all applicable data protection and privacy legislation in force from time to time in the UK including the UK General Data Protection Regulation (UK GDPR) as defined in section 3(10) as supplemented by section 205(4)) of the Data Protection Act 2018; the Data Protection Act 2018 ("DPA 2018") and regulations made thereunder; the Privacy and Electronic Communications Regulations 2003 as amended; any other legislation relating to personal data and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of Personal Data (including, without limitation, the privacy of electronic communications).