

CILT
GDPR POLICY
WITH REGARD TO ADR & RELATED SERVICES

1. Introduction

- a. The Chartered Institute of Logistics and Transport (CILT) currently carries out three activities on behalf of the Health and Safety Authority. CILT manage and administer the following:
 - i. The ADR driver examination scheme,
 - ii. The safety adviser examination scheme
 - iii. The approval of training courses and the appointment of training providers for the training of drivers of dangerous goods vehicles.
- b. The current contract is due to run until 30 December 2018.

2. Description of Services

- a. ADR Driver Examination

Drivers of certain vehicles carrying dangerous goods must hold a vocational ADR driver training certificate, this certificate is issued having completed an approved course of training conducted by an approved training provider (ATP) and passing an examination. The setting, conduct and correction of the examination is carried out by CILT. The issuing of the vocational ADR driver training certificate and the recording of same is carried out by CILT on behalf of the HSA. A vocational certificate must be renewed every five years.

- b. The Safety Adviser Examination Scheme

Safety advisers must hold a vocational training certificate for the specific hazard classes and road mode for which they are giving advice. This qualification is achieved by passing an examination. The setting, conduct and correction of this examination is carried out by CILT on behalf of the Health and Safety Authority. A vocational certificate must be renewed every five years.

- c. The approval of training courses and the appointment of training providers for the training of drivers of dangerous goods vehicles.

In relation to the ADR driver examination, all candidates must undergo an approved course of training. The course of training is provided by an approved training provider (ATP). All ATP's are approved by the Health and Safety Authority on foot of a recommendation by CILT. All ATP's are subject to audit as carried out by CILT. ATP approval is for a period of twelve months, this may be renewed annually.

3. Data held by CILT on behalf of HSA

The following data is held by CILT under each of the three categories of Service

- a. ADR
 - i. Name
 - ii. Address
 - iii. Phone Number
 - iv. Approved Training Provider
 - v. Date of Birth
 - vi. Certificate Issue Date
 - vii. Certificate expiry date
 - viii. Certificate number
 - ix. Classes of Certificate
 - x. Nationality
 - xi. Examination Date
 - xii. Examination results
 - xiii. Signature
 - xiv. Photographs
- b. DGSA
 - i. Name
 - ii. Address
 - iii. Phone Number
 - iv. Date of Birth
 - v. Certificate Issue Date
 - vi. Certificate Expiry Date
 - vii. Certificate number
 - viii. Classes of Certificate
 - ix. Nationality
 - x. Examination Date
 - xi. Examination Results
 - xii. Examination Centre
 - xiii. Signature
 - xiv. Email address

- xv. Employer
- xvi. Country of Birth
- xvii. Photographs
- c. ATP Approval
 - i. Name
 - ii. Address
 - iii. Phone Number
 - iv. Email address
 - v. Tutor Names
 - vi. Details of qualifications and experience of tutors
 - vii. Certificate Issue Date
 - viii. Certificate Expiry Date

4. How will the data be used?

All the data as listed above is retained by CILT in order to manage the three services.

- a. In relation to ADR
 - i. We retain personal data as the qualification needs to be renewed by way of an examination every five years. The retention of data allows for CILT to ensure that the individual who is applying for renewal is a candidate who has previously qualified.
 - ii. CILT uses the following information to issue initial Driver Vocational Certificates and replacements as required:
 - 1. Name
 - 2. Date of Birth
 - 3. Nationality
 - 4. Photograph
 - 5. Signature
 - iii. We retain data to confirm the identity of individuals to confirm that an individual is a holder of a vocational certificate. We will only store and process this data as required by the Health and Safety Authority.

- b. In relation to DGSA,
 - i. We retain personal data as the qualification needs to be renewed by way of an examination every five years. The retention of data allows for CILT to ensure that the individual who is applying for renewal is a candidate who has previously qualified.
 - ii. CILT uses the following information to issue DGSA Certificates and replacements as required:
 - 1. Name
 - 2. Date of Birth
 - 3. Nationality
 - 4. Country of Birth

- c. In relation to ATP Approval
 - i. We retain personal data as the certification needs to be renewed on an annual basis. The retention of data allows for CILT to ensure that the ATP who is applying for renewal is an ATP who has previously qualified.
 - ii. We retain contact details in order to communicate with ATP's in relation to administrative matters as they arise
 - iii. We retain details in relation to tutors in case any query arises as to the qualifications and experience of any

5. Sharing Data

Data collected on behalf of the Health and Safety Authority will only be shared as directed by the Health and Safety Authority.

6. Length of time Data is retained

- a. With ADR/DGSA we currently retain all historical data in relation to vocational certificates, this is retained for the following reasons:
 - i. It allows for renewal of expired certificates
 - ii. It allows for statistical analysis of trends.
- b. With ATP Approval, we retain five years of data, this is to allow for an ATP who allows their Certificate to elapse to reapply as a renewal as opposed to a new application.

7. Maintaining Privacy

Data privacy is a priority within CILT, all our data is maintained in a GDPR compliant manner stored in servers based in Ireland. There are two different methods of securing data in CILT, firstly access to data is restricted to only those employees who have genuine need to access data. All data can only be accessed by way of a computer which is in turn accessed by staff by way of an individual computer Logon.

All data is stored off premises in Ireland using one of Irelands leading hosting suppliers, their premises are monitored 24/7 by security staff, they have a fully redundant power back up system in the case of loss of power. All CILT data is backed up each evening with a disaster recovery plan.

Physical data (paper application forms/exams) are stored in CILT offices, access to these offices are by way of a keypad controlled security door. The building is alarmed, and this alarm is monitored 24/7. When paper held data is to be destroyed, it is only done by a registered contractor and is shredded on site.

8. Legal Right

All data that CILT holds on an individual is discoverable by the individual, once an individual applies in writing, we will share with them all data they we retain on them.