

Fair Processing Notice



At the NCBA we're committed to protecting and respecting your privacy and this policy. Your data will be held in accordance with the privacy policy of the NCBA. By attending this training, you are agreeing to be bound by this policy. Any questions regarding this policy and our privacy practices should be sent by email to the NCBA or in writing to our head office at 41 Pengarth, Bingley, BD16, 3DX

What type of information is collected from you?

- Your personal data, including your contact details Name, email address, "home" community boat project and phone number
- Your photographic image
- Payment details
- Any other information we obtain directly from you or third parties

How is your information used?

- To record the qualification(s) you have gained, ensure that you are offered applicable renewals at the appropriate time and issue certificates and where appropriate Identification cards
- Providing verification services to operators of community and other boats governed by the Small Passenger Boats Code.

Who has access to your information?

- Your information will be shared with your training provider or approved NCBA centre, and where necessary the facts of your qualification with a member for confirmation purposes
- National Community Boat Association Charity no 1108993, Company no 5331820

How can you access and update your information?

- The accuracy of your information is important to us. If you would like to access the data we hold on you please contact our head office at 41 Pengarth, Bingley, BD16,3DX
- Alternatively, you can telephone 07899 822113 or email paul@national-cba.co.uk
- You have the right to ask for a copy of the information we hold about you
- You have the right to request that any errors in the data we hold on you is rectified

How do I complain to the regulator

- If you would like to complain about the way we handle data please contact us in the first instance
- If your complaint is not handled to your satisfaction you have the right to complain to the information commissioner <https://ico.org.uk>