



<b>Name of Policy:</b>	Data Policy		
<b>Date Created:</b>		<b>Approval Required for Amendment</b>	Board
<b>Date Last Reviewed</b>	[December 2016], July 2017	<b>Date of Amendment:</b>	
<b>Date of Next Review</b>	July 2018	<b>Date of Board Approval:</b>	
<b>Version Number</b>		<b>Policy Owner:</b>	CEO

We take privacy seriously and are committed to protecting your information. This privacy notice explains what information is being collected about you and how personal information is stored and protected. This privacy notice has been developed in accordance with our legal obligations.

### **What information is being collected about you?**

We hold information that you present in your application form when applying for any of the membership categories. Upon success of your application, your personal information will be saved to our database and used to administer your membership.\*\* We may use this information for statistical purposes, however no personal information will be revealed.

If your application is unsuccessful:

#### MITI Applicants

- If your application fails but you remain as a member of another category, we keep the assessment text used and result information with your current membership information
- If you fail but do not become or stay as a member of another category or do not resit the assessment when this is offered, we delete all of your application information except for your name which is retained as an 'ex applicant'.

#### Other categories

- If your application is unsuccessful, your information will be deleted except for your name which is retained as an 'ex applicant'.

*\*\*Please note that documents pertaining to an application such as referees' details, degrees and certificates will be deleted from our records and systems upon completion of the application process (regardless of whether the application is successful or not).*

### **How is my personal information stored?**

Your personal information is stored in our database, paper/electronic files. We ensure that the database and files are secure and can only be accessed by authorised people.



### **How is personal information protected?**

All information that ITI hold concerning you as an individual or corporate member will be held and processed by ITI strictly in accordance with the provisions of the Data Protection Act 1998. ITI protects the privacy of your information using secure servers and locked cabinets within a secure office. Such data will be used by ITI to administer our relationship with you as a valued member and to provide you with information about our activities and for related purposes. If any information we hold about you is inaccurate we will endeavour to correct it quickly once you notify us.

### **Who will have access to the information?**

Only authorised people are permitted to have access to the personal information we hold on you. We do not divulge your personal information to any third parties unless, we are required to by law.

### **What is the situation if you live outside the European Economic Area (EEA) or open information sent to you by us when outside the EEA?**

Please be aware that if information via email or post is opened by you outside the EEA, then any personal data contained in that correspondence will be subject to local data protection laws, and may not be protected by the provisions of the Data Protection Act 1998.

Revisions approved December 2016

