

Data Privacy Notice

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PAL will process your data in line with our **Data Protection and Privacy Policy** and **Appropriate Policy for Processing Special Category Data**.

PAL will process your data in the following situations:

- To deliver the services you have requested
- To keep you informed when you sign up to our newsletters and webinars
- When we work with you
- When you respond to information requests and provide feedback
- When you contact our EPA Support Team
- When you contact our Quality Team
- When you contact our Audit and Compliance Team
- To comply with our contractual obligations and our legitimate purpose

Additional Privacy Notices

Additional Privacy Notices are in the relevant policies

- Whistleblowing Privacy Notice- PAL's Whistleblowing Policy
- Complaints Privacy Notice- PAL's Complaint's Policy
- Maladministration and Malpractice Privacy Notice- PAL's Maladministration and Malpractice Policy
- Appeals and Enquiries Privacy Notice- PAL's Appeals and Enquiries Policy
- Special Considerations and Reasonable Adjustment Privacy Statement- located in the Special Considerations and Reasonable Adjustments Policy
- Webinar- privacy policy -located in the Data Protection and Privacy Policy

Your rights

PAL is committed to being transparent about how it collects and uses your personal data and to meeting its data protection obligations. PAL is a Data Controller under data protection legislation, and we comply with the data protection principles when processing your personal information.

Under data protection legislation, you have a number of rights. You can:

- access and obtain a copy of your personal data
- require PAL to rectify / change incorrect or incomplete personal data
- require PAL to delete / erase your personal data (in certain circumstances)
- request PAL restrict the processing of your personal data (in certain circumstances)
- request your personal data in a portable format
- object to the processing of your personal data (in certain circumstances)

If you would like to exercise any of these rights, please contact PAL's Data Protection Officer via email at: info@professionalassessment.co.uk. You can also write to the Data Protection Officer at: Professional Assessment Ltd Connect House, Kingston Road, Leatherhead, Surrey. KT22 7LT