

# Data Privacy Notice

## Data Privacy Notice

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 contract or commission services with you, or from you
- When you respond to information requests and provide feedback
- When you contact our Assessment Support Team
- When you contact our Quality Team
- When we undertake recruitment and selection activities
- When you contact our Audit and Compliance Team
- To comply with our contractual obligations and our legitimate purpose

## 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](mailto: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