

## DATA PROTECTION & NORS - GUIDANCE & INFORMATION

RTITB is registered under the Data Protection Act 1998, registration number Z4923730. The register entry describes, in general terms, the data being processed by RTITB Limited. It contains four purposes; staff administration; advertising; marketing and public relations; accounts and records and licensing and registration. The latter purpose description includes the administration of licensing or maintenance of official registers. The data classes are education and training.

A potential issue arises if an accredited training provider completes the registration form, or registers an individual trainee online without getting the explicit consent of the data subject (trainee/operator).

As a training provider it is probable that you have your own data protection registration and systems to deal with the situation previously described. However on pages 34 - 35 is a data consent register. Should you not have an existing 'form' to record the consent of your trainees/operators to NORS data collection then this form can be used.

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### *National Operator Registration Scheme (NORS) Data Consent*

#### **Introduction**

The handling of personal data has to comply with legal requirements covering such things as the way in which this information is acquired, how it is processed and the extent to which it is disclosed or transferred to others.

Your explicit consent is required to the gathering of your personal data. RTITB does not transfer information to countries outside the European Economic Area, nor will we provide your information to third parties for marketing purposes. RTITB requires confirmation of consent from individuals who have been trained by RTITB accredited or approved training providers, in respect of personal information being placed on the National Operator Registration Scheme ("NORS") database.

NORS is a centralised registration and certification system for Lift Truck operators and other mechanical handling equipment drivers. Your consent is required for the training providers to gather data about you. Please note that the NORS database is not open to viewing by the public, only to those RTITB accredited or approved organisations that have been provided with the necessary user name and security password. Personal and training details are forwarded to RTITB for entry to the database by accredited or approved training providers, by post, fax, email, or via the RTITB web based online registration system. Only those training organisations that have trained you and RTITB have the capability of viewing the personal information you consent to provide.

#### **Important please read carefully**

Before signing the consent register below please take the time to read the list of details which will be provided to RTITB on your behalf. If you object to any of the details being provided to RTITB please discuss this with your accredited training provider. Not all of the details are mandatory only those marked with an asterix. If you do not wish to provide the mandatory information it will not be possible for RTITB to enter your name to the NORS database or for you to receive certification recognised by RTITB.

#### **Confirmation of Consent**

I agree to having the details listed below entered on the NORS database, for a period of 3 years, unless I subsequently withdraw my consent in writing to RTITB. I agree to my details being disclosed to present or prospective employers, for legal reasons and to enable RTITB to remind me when my registration is due for renewal. I understand the data I have agreed to provide will be used in accordance with the relevant legislation, including the Data Protection Act 1998.

Title

\*Full Name

\*Address (This need not be your home address, but an address that you wish to have correspondence sent to)

Telephone Number:

Email Address

Date of Birth

Earlier Registration Number (if registered under another course)

\*Machine Type

\*Course Title

\*Location of Course

\*Start and End Date of Course

\*Test Date

\*Duration of Training

\*Attachments Used on Equipment

\*Test Score

\*Number of test attempts

\*restrictions applied (If applicable)

\*Photograph (only applies to NORS options 1 & 3)

