

1 Privacy Notice

This privacy policy explains how we use any personal information collected about you when using our website and will apply whether you access our Website using a computer, mobile phone, tablet, TV, or other device.

The aim of this Privacy Notice is to give you information on how we collect and process your personal data through your use of this Website or otherwise in your dealings with us.

Please read the following carefully and contact us if you have any questions by email on info@shopfitters.org or by using the details listed at the end of this policy.

2 The NAS & CSCS Partner Scheme 'SICCS'

The NAS is a non-profit trusted professional representative body for shopfitters and fit-out and interior contractors, with a national UK membership reach. Providing membership benefits via approved 3rd party relations to promote, support and develop the industry.

The NAS is also the sole provider of the CSCS partner scheme 'SICCS'. The Shopfitting and Interior Contracting Competence Scheme (SICCSS) card which is a virtual card specifically for those in the Shopfitting & Interior Contracting/Fit Out industry. This scheme is a contracted partnership with CSCS.

Holding a CSCS or partner scheme card is not a legislative requirement. It is entirely up to the principal contractor or client whether workers are required to hold a card before they are allowed on site. However, most principal contractors require construction workers on their sites to hold a valid CSCS or partner scheme card.

2.1 Data Controller

For the purposes of the General Data Protection Regulation (EU) 2016/679 and for the UK data protection regime, the NAS is the "controller" in respect of the data processing described in this Privacy Notice.

The NAS is registered as data controller with the UK Information Commissioner's Office ("ICO") under registration number Z2131012.

- 2.2 If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact the NAS by email on info@shopfitters.org or by using the alternative contact details set out at the end of this policy.

Personal Data we may collect

Information is collected about you when you voluntarily complete contact forms or register for our mailing list.

We will use the information collected about you, to email you about news and information that may be of interest to you, should you agree to this. In processing membership applications, we may send your details to and use information received from credit reference and fraud prevention agencies.

The information is also used to personalise your repeat visits to this website, and website usage information is collected via cookies.

Information will also be collected when you make a purchase via our website, register for any event, or training event attendance. Such information includes, but may not be limited to:

Your name, contact telephone number, personal and/ or business email address, personal and/ or business address, job title / occupational position and relevant pre-qualification information that may be applicable to the transaction or event. All payment information is taken and managed by the NAS' approved, secure third-party payment provider, Worldpay. You can refer to Worldpay's privacy policy [here](#).

We may also collect, use, store and transfer different kinds of personal data about you in the provision of our services and the operation of the CSCS Partner Scheme 'SICCS', including the following:

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Identity data: including your name, title, date of birth, national insurance number, photo, qualifications, training history.

Contact data: including your home and/or business addresses (postal and email) and telephone number(s).

Technical and usage data: including internet protocol (IP) addresses, the type of browser used while visiting the Website, the numbers of users who visit the Website, details of your visits to the Website including, but not limited to, usage session dates and duration, page views, and how you use the Website and our services, traffic data, location data, weblogs and other communication data and the resources that you access.

Marketing and communications data: including your preferences in receiving marketing from us and your communication preferences.

If you are applying for cards on behalf of other individuals, we will ask you to provide data in respect and on behalf of those individuals.

You should bring the content of this Privacy Notice to the attention of such individuals at or before the time at which you provide their respective personal data to us and you should have obtained their consent to do so.

How Personal Data is collected

- 2.3 We may collect and process your personal data if you: sign up to our newsletter, communicate with us by telephone, post or email (we may keep a record of that correspondence), meet our team in person, make an application for an SICCS card, complete an NAS membership application including filling in applicable forms and providing us with copy documents and certificates showing and/or information relating to your business and occupational competencies, qualifications and/or training, become an NAS member and/or SICCS cardholder, make enquiries about the NAS or SICCS Scheme, the Scheme or its members, respond to a request via our marketing materials, make a purchase via our website or register your attendance or interest in membership or any NAS event, products and services.

We may also collect:

details of interactions you carry out through the Website and of the fulfilment of any of your requests, information that is drawn from publicly-available sources; and/or information that is otherwise collected in the normal course of our provision of our services and the operation of our SICCS Scheme.

- 2.4 The above information includes information provided at the time of your use of the Website or by requesting services or whether in person, online or by post or telephone.

Right to opt-out

- 2.5 We may like to send you information from time to time about products and services that we believe may be of interest to you if you have consented to receiving marketing information, but you do have the right to stop us from contacting you for these purposes at any time. If you wish to stop receiving information of this nature, then please click on the unsubscribe link located at the end of all emails.

Third Parties & data sharing

We may share your personal information with our suppliers who administer the platforms which support the NAS and SICCS scheme in order to provide you with access to membership benefits or the relevant SICCS Scheme card.

We may also disclose your personal information to third parties:

if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, in order to enforce or apply our terms of use and other agreements, to protect the rights, property, or safety of the NAS, our members, or others (this includes exchanging information with other organisations for the purposes of fraud protection and credit risk reduction), with whom you request us to share your personal data, such as your organisation. To help SICCS or our affiliates analyse and/or improve our communication or relationship with you; and/or in the event that all or substantially all of our business or assets are or are intended to be sold or otherwise assigned to another entity.

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If you have an SICCS card, by allowing your SICCS card to be viewed via a card-reader or smartphone, you acknowledge and agree that the person using the reader or smartphone will be able to view your name and occupational competencies and other personal data either stored on or accessed by using the SICCS card to which you have given your consent.

Except as described above, we will not disclose your personal data to third parties for their own marketing purposes unless you have provided consent.

The NAS accepts no responsibility or liability for any issues arising in connection with the third party's use of your personal data stored on the NAS Member Directory or SICCS membership card.

Your personal data will also be shared with any person who undertakes an online card check;

1. CSCS cards:
CITB Online Card Checker for which your last name, date of birth and national insurance number or CSCS registration number will be required by the checker.
Go Smart Online Card Checker for which your last name and CSCS registration number will be required by the checker.
2. SICCS cards:
Go Smart Online Card Checker for which your last name and CSCS registration number will be required by the checker.

Access to your information

- 2.6 You have the right to request access to information that we hold about you. If you would like a copy of some or all of this information, then you can request this by email on info@shopfitters.org or by using the alternative contact details set out at the end of this policy.

We would like to ensure that the information that we hold on you is correct, therefore you can ask us to correct or remove information that is not correct.

2.7

Keeping your data secure

The NAS is committed to protecting the security of your personal data. We use a variety of technological, physical and organisational protections and procedures to help protect your personal data from unauthorised access, use, or disclosure, such as encryption, passwords, physical security, etc.

In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

While we strive to protect your personal data, no website, product, device, online application or transmission of data, computer system or wireless connection is completely secure, and the NAS cannot ensure or warrant that the personal data or private communications you transmit to us will always remain private, and you do so at your own risk.

2.8

A password is supplied to you in order to access the NAS Members Area, it is your responsibility to keep your password confidential. Do not share this information with anyone. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Data retention

The NAS retains personal data for as long as necessary to fulfil the purposes for which they have been collected as outlined in this Privacy Notice unless a longer retention period is required by law.

We reserve the right to keep records of former members for the purposes of operating the NAS, SICCS Scheme, fielding enquiries and compliance purposes.

When your personal data are no longer required for the said purposes or as required by applicable law, they will be deleted and/or returned to you in accordance with applicable law.

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Cookies & third-party websites

The NAS website may from time to time include links to third-party websites.

Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our Website, we encourage you to read the privacy policy of every website you visit or to which you may provide your personal data.

- 2.9 Cookies are text files placed on your computer to collect internet log information and visitor behavior trends. This information is used to track use of websites and to create reports on activity.
- Internet browsers can be set to not accept cookies, and the below websites can advise on how to do this, however in some cases a few of our website features may not function as expected.
- For further information on cookies and how to disable them visit [here](#).

Cookie	Name	Purpose	More Information
Google Analytics	_utma _utmb _utmc _utmz	These cookies are used to collect information about how visitors use the Website. We use the information to compile reports and to help us improve the Website. The cookies collect information in an anonymous form, including the number of visitors to the Website, where visitors have come to the Website from and the pages they visited.	See this link for an overview of privacy at Google
Cookie Message	cc_cookie_decline cc_cookie_accept	These cookies stops the cookie message appearing on every page load.	
Session Cookie	PHPSESSID	This cookie remembers login states.	
You Tube Cookies	VISITOR_INFO1_LINE use_hitbox PREF	To display video on our website we use the you tube video player, which uses cookies to play and store preferences.	You can read the you tube privacy policy here for more information on their use of cookies

We use cookies for the following purposes:

1. To enable certain functions of the Service
2. To provide analytics

We use both session and persistent cookies and we use different types of cookies to run the Service:

1. Essential cookies: we may use essential cookies to authenticate users and prevent fraudulent use of user accounts.
2. Analytics cookies. We may use analytics cookies to track information how the website is used so that we can make improvements. We may also use analytics cookies to test new advertisements, pages, features, or new functionality of the website to see how our users react to them.

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Changes to our Privacy Policy

This privacy policy is reviewed at regular intervals and we will place any updates on this web page. This policy was last updated on 2nd September 2020.

Contact Us

If you have any questions, please do not hesitate to contact us on the below details:

2.10

By Phone: 01883 624961

By Email: info@shopfitters.org

2.11

By Post: NAS House, 411 Limpsfield Road, Warlingham, CR6 9HA.

If you feel the need to make a complaint about the NAS regarding how we use your personal data, please visit the following link for further information [here](#).