



OCCUPATIONAL SAFETY, HEALTH & ENVIRONMENT MANAGEMENT BOARD

DATA PROTECTION & PRIVACY POLICY

How personal data is handled in registration, assessment and certification

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Independent International Certification Body

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Data Protection & Privacy Policy

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This policy explains how OSHEM and its partners handle personal data in the course of registration, assessment and certification.

1. Principles

OSHEM processes personal data lawfully, fairly and transparently, collecting only what is needed to deliver certification and keeping it only as long as necessary.

2. Data We Process

- ◆ Learner identity data — name, email and, where provided, contact and demographic details.
- ◆ Assessment data — results, scores and certificate records.
- ◆ Partner data — institute and trainer details necessary to administer the partnership.

3. Purpose & Lawful Basis

Personal data is processed to register learners, assess them, issue and verify certificates, and administer the partnership. The lawful basis is the performance of the certification service and OSHEM's legitimate interest in maintaining certificate integrity.

4. Partner Responsibilities

- ◆ Collect and enter only accurate, necessary learner data.
- ◆ Obtain any consent required from learners for their data to be processed for certification.
- ◆ Keep learner data secure and never use it for unrelated purposes.
- ◆ Report any suspected data breach to OSHEM without undue delay.

5. Verification & Public Register

To enable certificate verification, limited certificate data (such as the certificate number, learner name and course) may be confirmable through the public verification page. Learners are informed of this as a condition of certification.

6. Retention

Certification records are retained for a minimum of three years to support verification and audit, after which they are reviewed and securely disposed of where no longer required.

7. Learner Rights

Learners may request access to, or correction of, their personal data. Requests are handled in accordance with applicable data-protection law. Corrections to certificate data follow the reissue process.

Data protection enquiries: info@oshem.co.uk