

Personal Details Update (name and date of birth only)

Existing Details - *Must be completed in full*

EUSR ID

First Name

Last Name

Date of Birth

/ /

Updated Details - *Complete details that have changed from above*

First Name

Last Name

Date of Birth

/ /

Reason(s) for
change being
made

Your Signature

Data Protection (GDPR 2018) - Privacy Notice

What we need: We require personal information about you, which we obtain from trainers, training providers and employers approved by Energy & Utility Skills, to deliver training and assessment leading to an EUSR registration. This includes for example your name, date of birth, email address, employer and your photo. This does not include any special types of information or location based information.

Energy & Utility Skills Limited will be what's known as the 'controller' of the personal data provided to us. Our company registration number is 03812163 and our registered address is Friars Gate, 1011 Stratford Road, Shirley, Solihull, B90 4BN. The person responsible for our data protection is Rachel Thomas and can be contacted at dataprotection@euskills.co.uk.

Why we need it: Here at Energy & Utility Skills Limited we take your privacy seriously and will only use your personal information to produce an EUSR registration. It is in our legitimate interests to process your personal data to produce an EUSR registration. We will ensure that we keep the amount of data collected and the extent of any processing to a minimum to meet this legitimate interest.

How we will use the information about you? We may share your information with your employer.

How long we keep it We will keep your basic personal data for two years after your last EUSR registration expires, after which time it will be destroyed.

What are your rights? If at any point you believe retained information is incorrect you can request to see this information and even have it corrected and possibly deleted. Providing you this information is free of charge, but charges may apply for excessive requests. If you wish to raise a complaint on how we have handled your personal data, you can contact Rachel Thomas (dataprotection@euskills.co.uk) who will investigate the matter.

For further information on which companies have been supplied with your details or how your information is used, how we maintain the security of your information and your rights to access/alter and change information we hold on you, please write to us at: Rachel Thomas, Energy & Utility Skills Limited, Friars Gate, 1011 Stratford Road, Shirley, Solihull, B90 4BN.

Should you be unhappy with our processing of your personal data, you have a right to complain to the Information Commissioner's Office, which is the regulator for data protection.

Important Notes



Complete this form in full and send to:

Post

Energy & Utility Skills (EUSR)
Friars Gate
1011 Stratford Road
Shirley
West Midlands
B90 4BN

E-Mail

eusr@euskills.co.uk

No charge is made for the update of personal details.

An updated EUSR card will not be produced. If a replacement card showing the updated details is required please follow the process for a Replacement Card, details can be found on our website -

'Support and FAQs - Cardholder Support - Replacement Cards'

Supporting Evidence

Name change - a copy of your marriage certificate or deed poll

Date of Birth - a copy of your birth certificate, driving licence or passport

Registrations can be verified using the online register search at:

www.eusr.co.uk

You can trust that endorsements on the EUSR Online Register are always up to date and can't be forgotten, lost, stolen or forged!

If you have any queries relating to updating your personal information, please contact:

EUSR Support

Email: eusr@euskills.co.uk

Tel: 0845 077 99 22

EU Skills Use Only

EUSR ID

Personal Details Update Form (name and date of birth)