

# Personal Details Update (e-mail and employer only)

EUSR ID  Date of Birth    /    /

First Name

Last Name

Updated Details - Complete details that have changed from above

New E-mail

New Employer Name

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](mailto: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](mailto: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](mailto:eusr@euskills.co.uk)

No charge is made for the update of personal details.

An updated EUSR card will not be produced.

Registrations can be verified using the online register search at:  
[www.eusr.co.uk](http://www.eusr.co.uk)

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

### EUSR Support

Email: [eusr@euskills.co.uk](mailto:eusr@euskills.co.uk)

Tel: 0845 077 99 22

EU Skills Use Only

EUSR ID

Personal Details Update Form (e-mail and employer only)