

PECB Data Processing Activities Register

Version 1.0; Last updated: July 20, 2026

Activity/Process	Description / Purpose	Key Personal Data Processed	Main Legal Basis	Retention Period	Location / Storage Notes
PECB Websites (<i>pecb.com and related domains</i>)	General website operation, account creation, form submissions, customer support, marketing	Name, email, phone, address, country, company details (<i>for partners</i>)	Contractual necessity Consent	Active account: indefinite Inactive account: 1 year Deleted upon request	AWS – United States
myPECB Platform	User account management, registration, profile maintenance	Full name, email, phone, date/year of birth, address, account credentials (ID, email)	Contractual necessity Consent	Active account: indefinite Inactive account: 1 year Deleted upon request	AWS – United States
Payment Processing	Processing wire and online transfers	Name, Surname, Bank account number, invoice	Contractual necessity Consent Legal obligation	Archived: 7 years Deleted upon request (<i>except cases when required by law or regulatory/certification bodies</i>)	AWS – United States
Online Exam Process	Administration of Online proctored exams	ID document (<i>show or upload</i>), webcam feed, screen activity, screenshots (<i>every 20 min</i>), emergency contact details, exam answers, feedback, score	Contractual necessity Consent Legitimate interests (<i>exam integrity</i>) Regulatory requirement	Screenshots: 4 years Other exam data: 3–7 years Deleted upon request (<i>except cases when required by law or regulatory/certification bodies</i>)	AWS – United States
Paper-based Exam Process	Receiving, storing, and destroying paper-based exam materials	Candidate name, exam details on Candidate Identification Sheet (CISH), answers, feedback	Contractual necessity Consent Legitimate interests (<i>exam integrity</i>) Regulatory requirement	Hardcopies: stored 3-9 months (destroyed after 9 months), Electronic versions (scanned): Other exam data: 3–7 years Deleted upon request (<i>except cases when required by law or regulatory/certification bodies</i>)	PECB office (physical file cabinets) AWS – United States
Exam Special Accommodation Requests	Handling exam accommodation requests for candidates with special needs	Medical condition documentation (<i>may contain sensitive information</i>)	Consent Legal obligation Regulatory requirement	Archived: 9 months Deleted upon request (<i>except cases when required by law or regulatory/certification bodies</i>)	AWS – United States (<i>strict confidentiality</i>)
Certification Application & Management	Processing certification	CV, work experience, education, training records, references,	Contractual necessity Consent Regulatory requirement	Valid certificate: indefinite Expired/Revoked certificates: 4 years Rejected certificates: 3 years	AWS – United States

Activity/Process	Description / Purpose	Key Personal Data Processed	Main Legal Basis	Retention Period	Location / Storage Notes
	applications and issuing certificates	reference feedback, CPDs, AMF		Deleted upon request <i>(except cases when required by law or regulatory/certification bodies)</i>	
Trainer Certification Process	Application and evaluation of PECB trainers	Name, surname, email, PECB credentials, CV, organization name & address, video recording of training session	Contractual necessity Consent Regulatory requirement	Valid certificate: indefinite Revoked certificates: 3 years Rejected applications: 1.5 years Trainer videos: 3 years Deleted upon request <i>(except cases when required by law or regulatory/certification bodies)</i>	AWS – United States <i>Note: Trainer's Profile is published on PECB website</i>
Invigilator Management Process	Registration and assignment of exam invigilators	Full name, national ID (redacted), email, phone, address	Contractual necessity Consent Regulatory requirement	Active invigilator: indefinite Non-active invigilator: 1 year Deleted upon request <i>(except cases when required by law or regulatory/certification bodies)</i>	AWS – United States <i>Note: Invigilator's Name, email and phone is shared with related partner</i>
Examiner Management Process	Registration and assignment of exam examiners	Full name, national ID (redacted), email, phone, address	Contractual necessity Consent Regulatory requirement	Active examiner: indefinite Non-active examiner: 1 year Deleted upon request <i>(except cases when required by law or regulatory/certification bodies)</i>	AWS – United States <i>Note: Invigilator's Name, email and phone is shared with related partner</i>
Partner Management Process	Partner management, & support	Name, email, company details, chat content, support tickets, contract	Contractual necessity Consent	Active partner: indefinite Non-active partner: 3 years Potential partners: 5 years Deleted upon request <i>(except cases when required by law or regulatory/certification bodies)</i>	AWS – United States
PECB Job Application Process	Recruitment and hiring processes	Name, surname, CV/resume, contact details, education, work experience, interview notes	Legitimate interests Pre-contractual Consent Legal requirements	Retained up to 3 years Deleted upon request <i>(except cases when required by law or regulatory/certification bodies)</i>	AWS – United States ZOHO People-Global Microsoft 365 - Global
Customer Support Process <i>(Ticketing System)</i>	Customer support via tickets and internal tracking	Name, email, chat content, support ticket details	Contractual necessity Consent	Retained up to 3 years Deleted upon request <i>(except cases when required by law or regulatory/certification bodies)</i>	HubSpot – United States Atlassian Jira - Global

Activity/Process	Description / Purpose	Key Personal Data Processed	Main Legal Basis	Retention Period	Location / Storage Notes
Internal Email & Collaboration	Communication with users, partners, and internal operations	Email addresses, correspondence content	Contractual necessity Legitimate interests	Various retention periods as per Retention Policy Deleted upon request	Microsoft 365 - United States & Global

Note: This document lists the main systems and processing activities carried out directly by PECB as the Data Controller. It does not include external third-party service providers. Details about third-party processors (such as AWS, HubSpot, Stripe, Credly, and others) are provided in the separate document titled "PECB Third-Party Processors Register".