

The Apprentice and Training Partnership Data Privacy Policy May 2018

1. Definitions and Interpretations

In this policy the following terms shall have the following meanings:

- “Candidates”** includes applicants for all roles advertised or promoted by The Apprentice and Training Partnership, including permanent, part-time and temporary positions and freelance roles with The Apprentice and Training Partnerships’ Clients; as well as people who have supplied a speculative CV to The Apprentice and Training Partnership not in relation to a specific job. Individual contractors, freelance workers and employees of suppliers or other third parties put forward for roles with The Apprentice and Training Partnership, Clients as part of an MSP offering or otherwise will be treated as candidates for the purposes of this Privacy Policy.
- “Clients”** includes our customers and others to whom The Apprentice and Training Partnership provides services in the course of its business.
- “Delete”** while we will endeavour to permanently erase your personal data once it reaches the end of its retention period or where we receive a valid request from you to do so, some of your data may still exist within our systems, for example if it is waiting to be overwritten. For our purposes, this data has been put beyond use, meaning that, while it still exists on an archive system, this cannot be readily accessed by any of our operational systems, processes or Staff.
- “General Data Protection Regulation (GDPR)”** a European Union statutory instrument which aims to harmonise European data protection laws. It has a compliance date of 25 May 2018, and any references to it should be construed accordingly to include any national legislation implementing it.
- “Other people whom The Apprentice and Training Partnership may contact”** these may include Candidates' and The Apprentice and Training Partnership' Staff emergency contacts and referees. We will only contact them in appropriate circumstances.
- “Staff”** includes employees engaged directly in the business of The Apprentice and Training Partnership (or who have accepted an offer to be engaged) as well as certain other workers engaged in the business of providing services to The Apprentice and Training Partnership (even though they are not classed as employees). Independent contractors and consultants

performing services for The Apprentice and Training Partnership fall within the definition of a 'Supplier' for the purposes of this Privacy Policy

“Suppliers” refers to partnerships and companies (including sole traders), and atypical workers such as independent contractors and freelance workers, who provide services to The Apprentice and Training Partnership. In certain circumstances The Apprentice and Training Partnership will sub-contract the services it provides to Clients to third party suppliers who perform services on The Apprentice and Training Partnership' behalf. In this context, suppliers that are individual contractors, freelance workers, or employees of suppliers will be treated as Candidates for data protection purposes. Please note that in this context, The Apprentice and Training Partnership requires Suppliers to communicate the relevant parts of this Privacy Policy (namely the sections directed at Candidates) to their employees.

“Website User” any individual who accesses the The Apprentice and Training Partnership website.

2. This Policy

- 2.1 This Privacy Policy explains what we do with your personal data, whether we are in the process of helping you find a job, continuing our relationship with you once we have found you a role, providing you with a service, receiving a service from you, using your data to ask for your assistance in relation to one of our Candidates, or you are visiting our website.
- 2.2 It describes how we collect, use and process your personal data, and how, in doing so, we comply with our legal obligations to you. Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy rights.
- 2.3 This Privacy Policy applies to the personal data of our Website Users, Candidates, Clients, Suppliers, and other people whom we may contact in order to find out more about our Candidates or whom they indicate is an emergency contact. It also applies to the emergency contacts of our Staff. To be clear, if you are a member of The Apprentice and Training Partnership' Staff, you should refer to the The Apprentice and Training Partnership' Staff Privacy Policy which forms part of your employment contract.
- 2.4 For the purpose of applicable data protection legislation (including but not limited to the General Data Protection Regulation (Regulation (EU) 2016/679) (the "GDPR"), the company responsible for your personal data is The Apprentice and Training Partnership.
- 2.5 It is important to point out that we may amend this Privacy Policy from time to time. You can visit our website to stay up to date, as this is where we will post any changes.

3. What kind of personal data do we collect?

- 3.1 **CANDIDATE DATA:** In order to provide the best possible employment opportunities that are tailored to you, we need to process certain information about you. We only ask for details that will genuinely help us to help you, such as your name, age, contact details, education details, employment history, emergency contacts, immigration status, financial information (where we need to carry out financial background checks), and national insurance number (and of course you may choose to share other relevant information with us).
- 3.2 **CLIENT DATA:** If you are a The Apprentice and Training Partnership customer, we need to collect and use information about you, or individuals at your organisation, in the course of providing you services such as: (i) finding Candidates who are the right fit for you or your organisation; and/or (ii) notifying you of content published by The Apprentice and Training Partnership which is likely to be relevant and useful to you.
- 3.3 **SUPPLIER DATA:** We need a small amount of information from our Suppliers to ensure that things run smoothly. We need contact details of relevant individuals at your organisation so that we can communicate with you. We also need other information such as your bank details so that we can pay for the services you provide (if this is part of the contractual arrangements between us).
- 3.4 **PEOPLE WHOSE DATA WE RECEIVE FROM CANDIDATES AND STAFF, SUCH AS REFEREES AND EMERGENCY CONTACTS:** In order to provide Candidates with suitable employment opportunities safely and securely and to provide for every eventuality for them and our Staff, we need some basic background information. We only ask for very basic contact details, so that we can get in touch with you either for a reference or because you've been listed as an emergency contact for one of our Candidates or Staff members.
- 3.5 **WEBSITE USERS:** We collect a limited amount of data from our Website Users which we use to help us to improve your experience when using our website and to help us manage the services we provide. This includes information such as how you use our website, the frequency with which you access our website, and the times that our website is most popular.
- 3.6 A number of elements of the personal data we collect from you are required to enable us to fulfil our contractual duties to you or to others. Where appropriate, some, for example Candidates' right to work in the UK, are required by statute. Other items may simply be needed to ensure that our relationship can run smoothly.
- 3.7 Depending on the type of personal data in question and the grounds on which we may be processing it, should you decline to provide us with such data, we may not be able to fulfil our contractual requirements or, in extreme cases, may not be able to continue with our relationship.

4. How do we collect your personal data?

- 4.1 **CANDIDATE DATA:** There are two main ways in which we collect your personal data:
- a) Directly from you; and
 - b) From third parties
- 4.2 **CLIENT DATA:** There are two main ways in which we collect your personal data:
- a) Directly from you; and
 - b) From third parties (e.g. our Candidates) and other limited sources (e.g. online and offline media).

To the extent that you access our website or read or click on an email from us, we may also collect certain data automatically or through you providing it to us.

- 4.3 **SUPPLIER DATA:** We collect your personal data during the course of our work with you. To the extent that you access our website or read or click on an email from us, we may also collect certain data automatically or through you providing it to us.
- 4.4 **PEOPLE WHOSE DATA WE RECEIVE FROM CANDIDATES AND STAFF, SUCH AS REFEREES AND EMERGENCY CONTACTS:** We collect your contact details only where a Candidate or a member of our Staff puts you down as their emergency contact or where a Candidate gives them to us in order for you to serve as a referee.
- 4.5 **WEBSITE USERS:** We collect your data automatically via cookies when you visit our website, in line with cookie settings in your browser. We will also collect data from you when you contact us via the website.

5. How do we use your personal data?

- 5.1 **CANDIDATE DATA:** The main reason for using your personal details is to help you find employment or other work roles that might be suitable for you. The more information we have about you, your skillset and your ambitions, the more bespoke we can make our service. Where appropriate and in accordance with local laws and requirements, we may also use your personal data for things like marketing and profiling.
- 5.2 **CLIENT DATA:** The main reason for using information about Clients is to ensure that the contractual arrangements between us can properly be implemented so that the relationship can run smoothly. This may involve identifying Candidates who we think will be the right fit for you or your organisation. The more information we have, the more bespoke we can make our service.
- 5.3 **SUPPLIER DATA:** The main reasons for using your personal data are to ensure that the contractual arrangements between us can properly be implemented so that the relationship can run smoothly, and to comply with legal requirements.

- 5.4 PEOPLE WHOSE DATA WE RECEIVE FROM CANDIDATES AND STAFF, SUCH AS REFEREES AND EMERGENCY CONTACTS: We use referees' personal data to help our Candidates to find employment which is suited to them. If we are able to verify their details and qualifications, we can make sure that they are well matched with prospective employers. We may also use referees' personal data to contact them in relation to recruitment activities that may be of interest to them. We use the personal details of a Candidates or Staff member's emergency contacts in the case of an accident or emergency affecting that Candidates or member of Staff.
- 5.5 WEBSITE USERS: We use your data to help us to improve your experience of using our website, for example by analysing your recent job search criteria to help us to present jobs to you that we think you'll be interested in. If you are also a Candidate or Client of The Apprentice and Training Partnership, we may use data from your use of our websites to enhance other aspects of our communications with, or service to, you.
- 5.6 Please note that communications to and from The Apprentice and Training Partnerships Staff including emails may be reviewed as part of internal or external investigations or litigation.

6. Who do we share your personal data with?

- 6.1 CANDIDATE DATA: We may share your personal data with various parties, in various ways and for various reasons. Primarily we will share your information with prospective employers to increase your chances of securing the job you want. Unless you specify otherwise, we may also share your information with any of our group companies and associated third parties such as our service providers where we feel this will help us to provide you with the best possible service.
- 6.2 CLIENT DATA: We will share your data primarily to ensure that we provide you with a suitable pool of Candidates. Unless you specify otherwise, we may share your information with any of our group companies and associated third parties such as our service providers to help us meet these aims.
- 6.3 SUPPLIER DATA: Unless you specify otherwise, we may share your information with any of our group companies and associated third parties such as our service providers and organisations to whom we provide services.
- 6.4 PEOPLE WHOSE DATA WE RECEIVE FROM CANDIDATES AND STAFF, SUCH AS REFEREES AND EMERGENCY CONTACTS: Unless you specify otherwise, we may share your information with any of our group companies and associated third parties such as our service providers and organisations to whom we provide services.
- 6.5 WEBSITE USERS: Unless you specify otherwise, we may share your information with providers of web analytics services, marketing automation platforms and social media services to make sure any advertising you receive is targeted to you.

7. How do we safeguard your personal data?

We care about protecting your information. That's why we put in place appropriate measures that are designed to prevent unauthorised access to, and misuse of, your personal data.

8. How long do we keep your personal data for?

8.1 We will retain your personal data in line with The Apprentice and Training Partnership's Data Retention Policy which provides an indefinite retention period where we are providing services to you (or, where appropriate, the Company you are working for or with).

8.2 Where we are not actively providing services to you (or, where appropriate, the Company you are working for or with), we will retain your personal data in line with section 7 of The Apprentice and Training Partnership's Data Retention Policy.

9. How can you access, amend or take back the personal data that you have given to us?

Even if we already hold your personal data, you still have various rights in relation to it. To get in touch about these, please contact us. We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of any applicable laws. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

9.1 **Right to object:** If we are using your data because we deem it necessary for our legitimate interests to do so, and you do not agree, you have the right to object. We will respond to your request within 30 days (although we may be allowed to extend this period in certain cases). Generally, we will only disagree with you if certain limited conditions apply.

9.2 **Right to withdraw consent:** Where we have obtained your consent to process your personal data for certain activities (for example, for profiling your suitability for certain roles), or consent to market to you, you may withdraw your consent at any time.

9.3 **Data Subject Access Requests (DSAR):** Just so it's clear, you have the right to ask us to confirm what information we hold about you at any time, and you may ask us to modify, update or Delete such information. At this point we may comply with your request or, additionally do one of the following:

- a) we may ask you to verify your identity, or ask for more information about your request; and
- b) where we are legally permitted to do so, we may decline your request, but we will explain why if we do so.

9.4 **Right to erasure:** In certain situations (for example, where we have processed your data unlawfully), you have the right to request us to "erase" your personal data. We will respond to your request within 30 days (although we may extend this period in certain cases) and will only disagree with you if certain limited conditions apply. If we do agree to your request, we will Delete your data but

will generally assume that you would prefer us to keep a note of your name to minimise the chances of you being contacted in the future. If you would prefer us not to do this, you are free to say so.

- 9.5 **Right of data portability:** If you wish, you have the right to transfer your data from us to another data controller. We will help with this either by transferring your data for you, or providing you with a copy in a commonly used machine-readable format.
- 9.6 **Right to lodge a complaint with a supervisory authority:** You also have the right to lodge a complaint with your local supervisory authority.
- 9.7 If your interests or requirements change, you can unsubscribe from part or all of our marketing content (for example job role emails or The Apprentice and Training Partnership market information) by clicking the unsubscribe link in the email.

10. **Who is responsible for processing your personal data on The Apprentice and Training Partnership website?**

The Apprentice and Training Partnership controls the processing of personal data on its website(s).

11. **What are cookies and how do we use them?**

- 11.1 A "cookie" is a bite-sized piece of data that is stored on your computer's hard drive. They are used by nearly all websites and do not harm your system. We use them to track your activity to help ensure you get the smoothest possible experience when visiting our website. We can use the information from cookies to ensure we present you with options tailored to your preferences on your next visit. We can also use cookies to analyse traffic and for advertising purposes.
- 11.2 If you want to check or change what types of cookies you accept, this can usually be altered within your browser settings.
- 11.3 If you don't want to receive cookies that are not strictly necessary to perform basic features of our site, you may choose to opt-out by changing your browser settings.
- 11.4 Most web browsers will accept cookies but if you would rather we didn't collect data in this way you can choose to accept all or some, or reject cookies in your browser's privacy settings. However, rejecting all cookies means that you may not be able to take full advantage of all our website's features. Each browser is different, so check the "Help" menu of your browser to learn how to change your cookie preferences.
- 11.5 For more information generally on cookies, including how to disable them, please refer to aboutcookies.org. You will also find details on how to delete cookies from your computer.

ANNEX 1 – HOW TO CONTACT US

Entity responsible for processing the personal data of Candidates, Clients, Suppliers, the Emergency Contacts and Referees of Candidates and The Apprentice and Training Partnership’s staff & Website Users:

Technical Professionals Limited (trading as The Apprentice and Training Partnership)

How you can get in touch with us:

To access, amend or take back the personal data that you have given to us;

- **If you suspect any misuse or loss of or unauthorised access to your personal information;**
- **To exercise your right for your data to be rectified or to be erased;**
- **With any comments or suggestions concerning this Privacy Policy**

You can write to us at the following address:

Data Protection Compliance Team
The Apprentice and Training Partnership
Universal Square
Devonshire Street North
Manchester
M12 6JH

Alternatively, you can send an email to: datasubject@theatp.co.uk.

How you can get in touch with us to update your marketing preferences

You can email us at: unsubscribe@theatp.co.uk or by clicking the unsubscribe link in any marketing e-mail we send to you.

ANNEX 2 – HOW TO CONTACT YOUR LOCAL SUPERVISORY AUTHORITY

Details of your local supervisory authority: The Information Commissioner's Office.

You can contact them in the following ways:

Phone: 0303 123 1113
Email: casework@ico.org.uk
Post: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF