

Website privacy policy

This website is operated by Aspire to Learn. We take your privacy very seriously therefore we urge to read this policy very carefully because it contains important information about on:

Who we are,

how and why we collect, store, use and share personal information,

your rights in relation to your personal information, and

how to contact us and supervisory authorities in the event that you have a complaint.

Who we are,

Aspire to Learn ('we' or 'us') collect, use and are responsible for certain personal information about you. When we do so we are regulated under the General Data protection Regulations which apply across the European Union (including the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

The personal information we collect and use

a) Personal information you provide to us

- We collect the following personal information that you provide to us:
- your name
address
email address
telephone number
- Some examples of when we collect this information include:
- When registering your interest as an employer
When applying for an apprenticeship
When registering to request information

b) Sensitive personal information

Sensitive personal information includes any information which relates to the following:

- your ethnic origin
your political opinions
your religious beliefs
whether you belong to a trade union
your physical or mental health or condition
your sexual preferences, and
whether you have committed a criminal offence
- We may request that you provide sensitive information, but if we do, we will in every instance, explain why we are requesting it and how we intend to use it. We will only collect your sensitive personal information with your explicit consent.
- Some examples of when we may request sensitive personal information include:
- When applying for an apprenticeship and information provided on the CV you supply

c) Personal information you provide about third parties

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you:

shall consent on their behalf to the processing of their personal data;
shall receive any data protection notices on their behalf;
shall consent on their behalf to the transfer of their personal data abroad; and
shall consent on their behalf to the processing of their sensitive personal data.

d) Monitoring and recording communications

We may monitor communications such as emails and telephone calls for the following purposes:

When applying for apprenticeships

e) Cookies and similar technologies

A cookie is a small text file which is placed onto your computer or electronic device when you access our website. Similar technologies include web beacons, action tags, local shared objects ('flash cookies') and single-pixel gifs. Such technologies

can be used to track users' actions and activities, and to store information about them. We use these cookies and/or similar technologies on this website.

For example we may use cookies to monitor and/or collect the following information:

- When applying or searching vacancies or searching our services

This information helps us to build a profile of our users. Some of this information may be aggregated or statistical, which means that we will not be able to identify you individually.

On the first occasion that you use our site we will ask whether you consent to our use of cookies. If you do not, cookies will not be used. Thereafter you can opt-out of using cookies at any time or you can set your browser not to accept cookies and the websites below tell you how to remove cookies from your browser. However, some of our website features may not function as a result.

For further information on our use of cookies, please see our Website cookie policy.

For further information on cookies generally visit www.aboutcookies.org or www.allaboutcookies.org.

How we use your personal information

We collect information about our users for the following purposes:

- When applying for an apprentice or apprenticeship or training
- When applying for information about our services as an employer or apprentice

Who your information may be shared with

We may share your information with:

- Law enforcement agencies in connection with any investigation to help prevent unlawful activity
- We will not share your personal information with any other 3rd parties.

Marketing

We would like to send you information about products, services, offers, competitions and our business which may be of interest to you. Such information could be sent by post, email, telephone, text message or automated call.

We will ask whether you would like us to send you marketing messages on the first occasion that you provide any relevant contact information (i.e. on purchase, signing up to a newsletter, entering a competition etc). If you do opt in to receive such marketing from us you can opt out at any time (see 'What rights do you have?' below for further information). If you have any queries about how to opt out, or if you are receiving messages you do not want you can contact us using the details provided below.

Whether personal information has to be provided by you, and if so why

No personal information has to be provided by you to us at any time.

How long your personal information will be kept

We will hold your personal information for the following periods:

We will keep information for 3 years when recording information about your applications.

Learners information is kept for 7 years

These periods are no longer than necessary in each case and are kept as the law requires

Reasons we can collect and use your personal information

- We rely on the following as the lawful basis on which we collect and use your personal information:
- consent
- contract
- legal obligation
- The basis on which we process your sensitive information (i.e. special category as in the GDPR) is that:
- A data controller determines how and why personal data is processed. For more detailed information about how we handle your personal information, read the ESFA privacy notice.
<https://www.gov.uk/government/publications/esfa-privacy-notice>

Keeping your information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We will also use technological and organisation measures to keep your information secure.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Indeed, while we will use all reasonable efforts to secure your personal data, in using the site you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet. If you have any particular concerns about your information, please contact us using the details below.

Transfers of your information out of the EEA

We will not transfer your personal information outside of the EEA at any time.

Children and the validity of consent

Where we obtain consent from any user we will take reasonable steps to ascertain whether the user is over 13 years of age and whether the child is sufficiently informed to give valid consent. If the user is not, parental consent will be required to provide consent for the processing of any personal information.

What rights do you have?

Under the General Data Protection Regulation you have a number of important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your personal information
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individual's rights under the General Data Protection Regulations (<http://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>)

If you would like to exercise any of these rights please:

- email, call or write to us
- let us have enough information to identify you
- let us have proof of your identity (a copy of your driving license, passport or a recent credit card/utility bill)
- let us know the information to which your request relates

From time to time we may also have other methods to unsubscribe (opt-out) from any direct marketing including for example, unsubscribe buttons or web links. If such are offered, please note that there may be some period after selecting to unsubscribe in which marketing may still be received while your request is being processed.

Email Policy:

Email and any attachments are strictly confidential and may contain privileged information. If you are not the intended recipient, please notify the sender, immediately, and do not disclose the contents of this email to any other person, use it for any purpose or store or copy the information using any medium. Although this email and any attachments are believed to be free from any virus or other defects which may affect any system into which they are opened or received, it is the responsibility of the recipient to check that this is virus-free and will not, in any form, have an impact on their systems or corrupt their data. Aspire to Learn accept no responsibility for any loss of information or damage arising from the receipt, opening or use of this email. You understand that email is not a 100% secure medium for communication and accept this lack of security when communicating information with Aspire to Learn.

CYBER-CRIME – Please note that this email has been created in the knowledge that emails are not a secure communications medium and that it may be intercepted by third parties. We advise that you carefully consider this lack of security when sending emails. There is a significant risk posed by cyber-crime, specifically affecting emails and banking details. We will not advise of any changes to our banking details through email, and we shall not change our details during the course of any transaction. Please ensure that you check all bank details, with us, personally, before commencing with any electronic transaction.

WARNING: Although the company has taken reasonable precautions to ensure no viruses are present in this email, the company cannot accept responsibility for any loss or damage arising from the use of this email or attachments.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement

of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

Changes to the privacy policy

This privacy policy was published on 10/12/2019 and last updated on 10/12/2019.

We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access this website. We will also attempt to notify users of any changes on our website.

Contacting us

If you have any questions about this policy or the information we hold about you, please contact us by:

email: info@aspire2learn.com

post:

Aspire to Learn

68 George Lane

London

E18 1LW

or

telephone: 020 8989 9832

Calls will be answered at the following times:

Mon – Fri 9am-5pm excl Bank Holidays

We may record calls for quality and training purposes.