



## **Privacy Notice for Apprentice Applicants and the Parents/Carers of those who are under 18 years of age at the time of their application (compliant with the GDPR)**

**Data controller:** Inter Training Services Ltd  
2 London Road, Horndean, Waterlooville, Hampshire PO8 0BZ  
T 02392 591666

**Data Management Officer:** Victoria Kirton [victoria@its.ltd.net](mailto:victoria@its.ltd.net)

As part of any recruitment process, ITS collects and processes personal data relating to learners making applications for training programmes. ITS is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What applicant information does ITS collect?**

We use applicant data to:

- check your eligibility to be a learner
- plan your learning programme
- identify appropriate support

### **The lawful basis on which we use this information**

We collect and use applicant information under Article 6 of GDPR 'processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract', and from Article 9 'processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject'.

### **Collecting applicant information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. This includes:

- the contact details or a parent/carer if you are under 18 at the time of making your application
- the name and contact details of your GP (family doctor)
- the date of your last Tetanus immunisation

## **Storing applicant data**

If you do not become a learner on an ITS training programme, we will hold your application for a maximum of 12 months, before it is destroyed. If you do become learner on an ITS training programme, we will hold your data in accordance with our Privacy Notice for Learners.

## **Who has access to data?**

Your information will be uploaded to a database that is shared with the Education and Skills Funding Agency. It may also be shared within ITS for the purposes of the application process. This includes our employees who are eligible in the proper performance of their duties and vetted employers who are seeking to fill an apprenticeship vacancy.

ITS will not transfer your data outside the European Economic Area.

## **How does ITS protect data?**

ITS takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by those who are eligible in the proper performance of their duties.

## **Requesting access to your personal data**

Under data protection legislation, parents/carers and learners have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your son's/daughter's evidence record, contact:

Victoria Kirton, Administrator and Data Management Officer on 02392 591666 or email [Victoria@its-ltd.net](mailto:Victoria@its-ltd.net)

## **You also have the right to:**

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Contact**

If you would like to discuss anything in this privacy notice, please contact: Victoria Kirton, Administrator and Data Management Officer:

T - 02392 591666

Email - [Victoria@its-ltd.net](mailto:Victoria@its-ltd.net)

## Privacy Notice for Applicants (learners)

Applicant's name: \_\_\_\_\_

### Confirmation of Consent

Learner signature \_\_\_\_\_ Date \_\_\_\_\_

**Signature of parent/carer if learner is under 18 years of age or is under the age of 25 and has an  
Education, Health and Care Plan**

Parent/carer signature \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_