



# APPRENTICESHIP PRIVACY NOTICE

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## Contents

### DAMAR TRAINING

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Apprenticeship Privacy  
Notice\_V2.0\_January 2024

Our Contact Details .....	3
Introduction .....	3
1. The types of personal information we collect and lawful basis .....	3
2. How we store your personal information .....	4
3. Links to other websites .....	6
4. Your data protection rights .....	7
5. How to complain .....	7
Version Control .....	8

## Our Contact Details

**Name:** Damar Limited

**Address:** 111 Picadilly, Manchester, M1 2HY

**Phone Number:** 0161 480 8171

**General Enquiries Email:** [info@damartraining.com](mailto:info@damartraining.com)

**Company Registration Number:** 01469426

**ICO registration number:** Z847845X

## Introduction

This Privacy Notice explains how we use any personal data we may collect during an apprenticeship journey. This notice also explains how to contact us if you have any queries about how we use your personal data.

### 1. The types of personal information we collect and our lawful basis

Data Category	Personal Data	How we collect it	Lawful Basis
<b>Employer Data</b>	Contact Name, Job Title, Email, Phone Number	Webform completed by the Employer and subsequent email contact with the Damar Business Support Unit.	We have a <b>contractual obligation</b> .
<b>Apprentice Application Data</b>	<b>Apprentice:</b> Name, Job Title, Email, Phone Number, Home Postcode, Work Address, Shift Pattern, Hours of work, Date of Birth, Prior Qualifications, Job Description, CV <b>Employer:</b> Name, Job Title, Email, Phone Number	Webform completed by the Employer, Apprentice and the Damar Business Support Unit.	We have a <b>contractual obligation</b> .
<b>Apprentice Enrolment Data</b>	<b>Apprentice:</b> Name, Employer, Practical Period Start Date, Apprenticeship Standard, Preferred Name, pronoun, Date of Birth, Address, nationality, Ethnicity, Personal and Work Email, Phone numbers, passport Number, Contact Preferences, UK Resident Status, Health and Disability Information, Education Health and Care Plan (if applicable), Previous Qualifications, Employment Details, Job	Webform completed by the Employer, Apprentice and the Damar Business Support Unit.	We have a <b>contractual obligation</b> .

	<p>Title, Hours of work, Annual Salary Bracket, Learning Start and expected end date, Care Leaver Status, Signature</p> <p><b>Apprentice Emergency Contact:</b> Name, Relationship to Apprentice, Contact Numbers, Email.</p> <p><b>Employer:</b> Supervisor Name, Job Title, Direct line, Email, Signature Name, email and phone number of person responsible for apprenticeship service account.</p> <p><b>Damar:</b> Damar Coach, Technical Tutor (if applicable), Functional Skills Coach (if applicable).</p>		
<b>Apprentice Prior Learning Record</b>	<b>Apprentice:</b> Name, ULN, Qualification Title, Date achieved, Qualification, Grade	Collected directly from the Learning Records Service Portal.	We have a <b>contractual obligation.</b>
<b>Apprenticeship Learning Platform Data</b>	<p><b>Apprentice:</b> Name, Email, Unique Learner Number, Employer, Coach contact details.</p> <p>Optional information added by apprentice: Phone Number, Address, Photo.</p> <p><b>Supervisor:</b> Name, Email, Employer, Coach contact details.</p>	Collected during enrolment process or added by apprentice.	We have a <b>contractual obligation.</b>
<b>End Point Assessment Data</b>	<b>Apprentice:</b> Name, Email, Phone Number, Date of Birth, Unique Learner Number, Gender, Ethnicity, Reasonable Adjustments, Home Address, Employer Address, Supervisor Name, Email, Phone Number.	Collected during enrolment process.	We have a <b>contractual obligation.</b>

## 2. How we store your personal information

To facilitate your apprenticeship, we have contractual terms with the following Data Processors and Data Controllers.

Apprentice Data (including information relating to their Employers) is retained for 6 years from the financial year end after the completion of the apprenticeship, This is in line with ESFA guidelines at:

<https://www.gov.uk/government/publications/record-keeping-and-retention-guidance-for-fe-training-providers/record-keeping-and-retention-information-for-training-providers>.

## Data Processors

Name	Data Category	Purpose
<a href="#">Advanced Group (PICSWeb)</a>	All Apprentice Data	Individual student records are stored on PICS, a sector-specific database.
<a href="#">Advanced Group (BKSB)</a>	Apprenticeship Learning Platform Data	To assess the level of Maths and English a new apprentice is at prior to their apprenticeship.
<a href="#">BARBRI</a>	Apprenticeship Learning Platform Data	ELearning content for our solicitor apprentices.
<a href="#">HubSpot CRM</a>	Employer Data	HubSpot is a CRM tool that we use to help us manage relationships with Employers.
<a href="#">Moodle (Damar Open Learning)</a>	Apprenticeship Learning Platform Data	Moodle is used to provide eLearning content to our Apprentices.
<a href="#">Microsoft Office 365</a>	Apprenticeship Learning Platform Data	We use a number of Microsoft Office tools to store Apprentice training plans and skills assessments, schedule meetings, send surveys and communicate with Apprentices and Employers.
<a href="#">OneFile</a>	Apprenticeship Learning Platform Data	OneFile is an eportfolio system, used by our apprentices, their managers and Damar coaches to manage the learning journey.
<a href="#">Survey Monkey</a>	Apprenticeship Learning Platform Data	We use Survey Monkey to send surveys to Apprentices and Supervisors to request an overview of their experience of the apprenticeship.
<a href="#">Zoom</a>	Apprenticeship Learning Platform Data	Zoom is used to provide online workshops.

## Data Controllers

Name	Data Category	Purpose
<a href="#">Kaplan</a>	End Point Assessment Data	To assess the apprentice has developed the skills knowledge and behaviours outlined in the apprenticeship standard and complete their apprenticeship.
<a href="#">AAT</a>	End Point Assessment Data	To assess the apprentice has developed the skills knowledge and behaviours outlined in the

		apprenticeship standard and complete their apprenticeship.
<a href="#">BCS</a>	End Point Assessment Data	To assess the apprentice has developed the skills knowledge and behaviours outlined in the apprenticeship standard and complete their apprenticeship.
<a href="#">CILEX</a>	End Point Assessment Data	To assess the apprentice has developed the skills knowledge and behaviours outlined in the apprenticeship standard and complete their apprenticeship.
<a href="#">City &amp; Guilds</a>	End Point Assessment Data	To assess the apprentice has developed the skills knowledge and behaviours outlined in the apprenticeship standard and complete their apprenticeship.
<a href="#">Ofsted</a>	All data categories	As part of the Office for Standards in Education, Children’s Services and Skills’ statutory function to inspect services providing education and skills for learners of all ages.
<a href="#">Pearson</a>	End Point Assessment Data	To assess the apprentice has developed the skills knowledge and behaviours outlined in the apprenticeship standard and complete their apprenticeship.
<a href="#">The Education and Skills Funding Agency</a>	All data categories	To issue the apprentice with their End Point Assessment Certificate and in connection with the The Education and Skills Funding Agency’s role as an executive agency of the Department for Education (DfE) responsible for funding education and skills providers in England.

### 3. Links to other websites

Where we provide links to websites of other organisations, this privacy notice does not cover how that organisation processes personal information. We encourage you to read the privacy notices on the other websites you visit.

## 4. Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request please complete the Data Subjects Rights Request Form [Here](#).

## 5. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [DPO@damartraining.com](mailto:DPO@damartraining.com).

You can also complain to the ICO if you are unhappy with how we have used your data.

### The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire

## Version Control

Version	Date	Drafted by	Approved by	Changes Made	Changes made by
2.0	02/01/2024	Tracey Coetzee	Jonathan Bourne	Full redraft	DPO