



WEBSITE PRIVACY NOTICE

Version date: V2.0 January 2024

Contents

DAMAR TRAINING

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Our Contact Details

Name: Damar Limited

Address: 111 Picadilly, Manchester, M1 2HY

Phone Number: 0161 480 8171

General Enquiries Email: 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 when you visit our website. This notice also explains how to contact us if you have any queries about how we use your personal data.

For information on how we process apprentice Personal Data, please refer to our Apprentice Privacy Notice.

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

Most of the personal information we process is provided to us directly by you for one of the following reasons:

Data Category	Personal Data	How we collect it	Lawful Basis
Apprentice Enquiry Data	Name, Email, Mobile, CV.	Apprentice enquiry form on our Contact Us page.	We have a legitimate interest (to develop our products/services and grow our business).
Employer Enquiry Data	Email, First Name, Last Name, Phone Number, Company Name.	Employer enquiry form on our Contact Us page.	We have a legitimate interest (to develop our products/services and grow our business).
Apprentice Enquiry Data Employer Enquiry Data	Name, Email, Phone Number	You subscribe to our e-newsletter	Your consent . Once you receive an email from us, you can remove your consent at any time. You can do this by

			clicking unsubscribe at the footer of the email.
Cookie Consent Data	Consent ID, Consent Status, Date and Time, IP Address, Country.	Consent is collected via our Cookie Consent Tool	Your consent . You are able to remove your consent at any time. You can do this by changing your preferences on our Cookie Consent Tool.
Aggregated Data		Analyse user interactions.	We have a legitimate interest .
Apprentice Enquiry Data Employer Enquiry Data Technical Data Usage Data		Administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data).	Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise).
Technical Data Usage Data		Use data analytics to improve our website, products/services, marketing, customer relationships and experiences.	We have a legitimate interest (to define types of customers for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy).

2. How we store your personal information

The personal information collected via the forms on our website Contact Us page are stored in our Customer Relationship Management system. The information is retained in accordance with our Retention Policy.

Data Processors

Name	Data Category	Purpose
HubSpot CRM	Employer Data	HubSpot is a CRM tool that we use to help us manage relationships with Employers.
CookieYes	Website Visitors	Cookie Consent Tool

3. Cookies

We use CookieYes a Cookie Consent Tool on our website to gain consent for the optional cookies we use.

Cookies that are necessary for functionality, security and accessibility are set and are not deleted by the tool.

You can read more about how we use cookies and how to change your cookies preferences in our Cookie Policy.

4. 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.

5. 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](#).

6. 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.

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	17/01/2024	Tracey Coetzee	Jonathan Bourne	Full redraft	DPO