

APPRENTICESHIP PRIVACY NOTICE

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Contents

DAMAR TRAINING

111 Piccadilly
Manchester
M1 2HY

T: 0161 480 8171
E: info@damartraining.com
W: damartraining.com

Our Contact Details 3

Introduction 3

1. The types of personal information we collect and our lawful basis 3
2. How we use apprenticeship personal information 5
3. Security of apprenticeship personal information 6
4. Sharing apprenticeship personal information 6
5. Retaining apprenticeship personal information 6
6. Your Data Protection Rights 6
7. How to complain 7

Version Control 8

Our Contact Details

Name: Damar Limited

Address: 111 Piccadilly, 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 during an apprenticeship. journey. This notice also explains how to contact us if you have any queries about how we use your personal data.

This notice applies to both current and past apprentices, along with their respective employers. We may update this notice at any time.

Personal data

Personal data is information that relates to an identified or identifiable person, such as your name, email address, or other personal details.

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

We need to use apprenticeship personal data for several purposes. Personal data includes information that apprentices and employers give us and information collected while they are on the apprenticeship journey. The table below gives more detail of the personal data we use and where we get it from, as well as the lawful basis for processing the data.

Data Category	Personal Data	How we collect it	Lawful Basis
Apprentice Employer Data	• 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 **contractual obligation**.
Apprentice Application Data	**Apprentice:** • Name • Job title • Email • Home and work addresses,	Webform completed by the Employer, Apprentice, and the Damar Business Support Unit.	We have a **contractual obligation**.

	contact telephone numbers and email addresses. • Shift pattern and hours of work. • Date of birth • Prior qualifications, job description, CV • National insurance number • Emergency contact data		
Apprentice Enrolment Data	**Apprentice:** • Legal and preferred name • Pronoun, • Date of birth • Home and work addresses, plus contact telephone numbers and email addresses, other contact preferences • Nationality and ethnicity • Passport number, 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 **contractual obligation**.
	• title, hours of work, annual salary bracket, learning start and expected end date, care leaver status, signature • **Apprentice emergency contact:** Name, Relationship to Apprentice, Contact Numbers, Email. • **Employer:** supervisor name, job title, direct line, email, signature, name, email, and phone number of person responsible for apprenticeship service account. • **Damar:** Damar coach, technical tutor (if applicable),		

	functional skills coach (if applicable).		
Apprentice Prior Learning Record	• **Apprentice:** name, unique learner number (ULN), qualification title, date achieved, qualification, grade	Collected directly from the Learning Records Service portal.	We have a **contractual obligation**.
Apprenticeship Learning Platform Data	• **Apprentice:** name, email, ULN, employer, coach contact details. • Performance information relating to apprenticeship progress, including notes and recordings from review meetings. • Health information includes details of sickness where it impacts apprenticeship progress. • Safeguarding information if applicable • Optional information added by apprentice: Phone Number, Address, Photo. • **Supervisor:** Name, Email, Employer, Coach contact details.	Collected during enrolment process or added by apprentice and coach during the apprenticeship journey.	We have a **contractual obligation**.
End Point Assessment Data	• **Apprentice:** name, email, phone number, date of birth, ULN, gender, ethnicity, any reasonable adjustments, home address, employer address, supervisor name, email, phone number, EPA result .	Collected during enrolment process.	We have a **contractual obligation**.
Apprentice Communication Preferences	• **Apprentice:** Choices about how Damar will send information to apprentices about their contact preferences including personal email or phone. This information may relate to • Apprentice initiatives e.g., talent pool membership, follow up surveys, Damar news and	Collected during the recruitment process Collected at end of apprenticeship journey.	We have a **legitimate interest** in collecting this or will ask for your **consent.**

	updates, promotion of Damar products and services		

2. How we use apprenticeship personal information

Under data protection law we can only use personal data if we have a genuine legal reason for doing so. We collect apprenticeship personal data for the following purposes:

- Recruitment – recruiting apprentices onto Damar apprenticeship standards.
- Staff administration – keeping apprenticeship records accurate and documenting learner progress in line with the defined apprenticeship standards.
- Training and development.
- Personnel matters – managing performance against standard requirements, supporting apprentices in their progress, and monitoring fitness to work.
- Meeting legal and regulatory requirements.
- Research – such as conducting opinion surveys and analysing Damar performance.
- Communication with apprentices – providing apprentices with information about Damar, keeping in touch with apprentices about Damar news and strategy, and information about Damar products and services. We also contact former apprentices where we have the necessary consent to do so.
- Claims and legal action – responding to claims and taking any required legal action.

3. Security of apprenticeship personal information

Damar takes the security of personal data extremely seriously and has policies and standards to make sure it is kept securely. This includes.

- controlling who has access to personal data.
- Implementing appropriate procedures
- using technology to keep personal data safe

4. Sharing apprenticeship personal information

To ensure seamless delivery we work with organisations that provide services to us or collaborate with us to fulfil the end-to-end apprenticeship journey. We will share apprenticeship personal information with these organisations only where necessary and where we have a valid legal reason to do so.

5. Retaining apprenticeship personal information

We only keep personal data for as long as we need to use it. We will determine how long we retain different data based on the following requirements:

- how long we need the information for the purpose or purposes for which we use it, and
- legal and regulatory requirements

Save as set out below, for apprentice data (including employer data) collected and used where we have a contractual obligation, the retention period is 6 years from the financial year end after the completion of the apprenticeship. This is in line with Department for Education 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.

Former apprentices and their employers occasionally contact us more than six years after the financial year end following completion of the apprenticeship, usually in relation to the period of study, the apprenticeship undertaken and whether it has been completed successfully. To enable us to successfully deal with such queries, we retain the following information for twenty years after the financial year end following completion of the apprenticeship:

- Apprentice, employer, supervisor: name; email address; phone number; employer's work address; apprentice's home address.
- Apprenticeship and qualifications undertaken, dates of study, outcome.

Where personal information is collected and used based on consent, we will retain this until we receive notification that the consent has been withdrawn.

6. 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 restrict 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.

There is no charge for exercising your rights and when you make a request, we have one month to respond to you. You can complete the Data Subjects Rights Request Form here.

7. 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 the outcome of your complaint and 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
3.0	28/08/2026	Sarah Blacker	Jonathan Bourne	Full redraft	DPO