

Weir Training Ltd Privacy Statement



Weir Training collects relevant personal information from individuals in order to meet the requirements of the Education and Skills Funding Agency (ESFA) and any qualification awarding organisations that we partner with to support Apprentices in the completion of their Apprenticeship. This information includes:

- Full Name
- Date of Birth
- Age
- Address
- Contact Details
- Gender
- Ethnic Origin
- Previous work experience
- National Insurance Number
- Health information that may affect delivery of Apprenticeship
- Previous academic achievements
- Additional support information
- Household information
- Previous work experience

This is collected by Weir Training directly from the individual concerned via company bespoke documents. These documents are:

- Interest Forms
- Apprentice 'About me form'
- Apprentice Individual Learning Record

All data collected is used by Weir Training to facilitate their function of the Apprenticeship delivery process.

Any additional information collected via these documents are for the purposes of Health & Safety and safeguarding responsibilities. This particular information will not be shared with third parties.

The information may be shared with third parties for education, training, employment, well-being and auditing related purposes. These parties include:

- The individual's employer
- ESFA
- OFSTED
- Awarding Organisations
- OneFile
- End Point Assessment (EPA) Organisations
- Industry required accreditation organisations
- Local Council Authorities

This information is shared for legitimate reasons, in order that:

- Correct funding can be allocated to individuals
- Assessment and evaluation on quality of assessment, teaching and learning offered by Weir Training can take place
- Correct registration and certification can be completed with Awarding and End Point Assessment organisations.
- Collation of evidence to support qualification achievement

For legal reasons, we may share data with local authorities to comply with legislation.

Third parties may contact individuals in order for them to carry out research and evaluation of the effectiveness of Weir Training's delivery.

The sharing of personal information with the ESFA supports the identification of a unique learning number (ULN) and updates any personal learning records (PLR) of the individual.

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With consent, we are able to collect certain data from other sources. This includes previous academic achievements; as a registered training provider we have access to Government records which enable us to see recorded previous academic achievements of an individual.

All information is stored correctly and all measures are taken to ensure that information held by Weir Training is not compromised.

Information is securely deleted when it is no longer required for the purposes collected.

Individuals can agree to be contacted for other purposes such as:

- Courses/learning opportunities available
- Survey/Feedback completion

Via:

- By post
- By phone
- By e-messages

Individuals can select these preferences on the Apprentice 'About Me Form' or the Apprentice Interest form if this is completed first. If at any time an individual wishes to change these preferences this can be done via sending an email request to GDPR@weirtraining.co.uk