**GDPR Privacy Statement for Juice Talent Development Limited**

Introduction Juice Talent Development Limited is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (the “GDPR”).

1. **Definitions**

Data controller - A controller determines the purposes and means of processing personal data.

Data processor - A processor is responsible for processing personal data on behalf of a controller.

Data subject – Natural person

Categories of data: Personal data and special categories of personal data

Personal data - The GDPR applies to ‘personal data’ meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example: name, passport number, home address or private email address. Online identifiers include IP addresses.

Special categories personal data - The GDPR refers to sensitive personal data as ‘special categories of personal data’ (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

Processing - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Third party - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

1. **Who is Judie Talent Development Limited**

Juice Talent Development Limited is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: Juice Talent Development Limited, 3 River Street, Reading RG4 7EH. For all data matters contact our Data Protection Officer on tel. 07740 307342 or by email kevin@recruitmentjuice.com

1. **The purpose(s) of processing your personal data**

We use your personal data for the following purposes:

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* to check your eligibility for enrolment into a government funded apprenticeship programme;
* to enrol you on appropriate apprenticeship programmes, which means passing your details to the Education and Skills Funding Agency;
* to manage your apprenticeship progress
* for arranging End Point Assessment with an approved organisation, so that you can complete your apprenticeship and be awarded with the respective certificate(s);
* for arranging English and maths assessments, if required, and processing the certificates of achievement

1. **The categories of personal data concerned**

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

* Full name
* Address
* Date of birth
* National Insurance Number
* Phone number(s)
* Email address
* Details of any qualifications achieved
* Any health or learning support issues
* Gender § Ethnicity
* Your working hours
* Your preferred style of learning

We have obtained your personal data from your employer, from the Apprenticeship Commitment Statement you have signed and, where applicable, from the government’s Learning Records Service (LRS), which gives us details of you prior achievements and qualifications.

1. **a) What is our legal basis for processing your personal data (article 6 of GDPR)?**

Our lawful basis for processing your general personal data:

|  |  |
| --- | --- |
| Consent of the data subject; | You have given us your consent by completing a GDPR consent form |
| Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract | We use your personal data to ensure we can legitimately enrol you as an apprentice and to support you effectively on your journey to completing your apprenticeship |
| Processing necessary for compliance with a legal obligation | As a registered apprenticeship training provider, Juice Talent Development Limited, must comply with the contractual requirements of the Education and Skills Funding Agency. |

**5b) What is our legal basis for processing special categories of personal data (article 9 of GDPR)?**

Our lawful basis for processing your special categories of data:

|  |  |
| --- | --- |
| Explicit consent of the data subject | You have given us your consent by completing GDPR consent form |
| Processing necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes | We ask you for details of your ethnicity, which you have no obligation to provide. If supplied, we use this data to analyse the success rates for different groups of apprentices. This information is also passed to the Education and Skills Funding Agency for similar analytical purposes. |

6. **Sharing your personal data**

Your personal data will be treated as strictly confidential and will be shared only with your employer, the Education and Skills funding Agency and its appointed auditors, the approved End Point Assessment organisation, awarding organisations (if applicable) and Ofsted should the need arise.

1. **How long do we keep your personal data?**

We keep your personal data for a period of 12 months following the completion of your apprenticeship in order to satisfy the requirements of the Education and Skills Funding Agency and Ofsted, if applicable

1. **Providing us with your personal data**

You are under no statutory or contractual requirement or obligation to provide us with your personal data but failure to do so means we are unable to enrol you on an apprenticeship programme.

9**. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

• The right to request a copy of the personal data which we hold about you;

• The right to request that we correct any personal data if it is found to be inaccurate or out of date;

• The right to request your personal data is erased where it is no longer necessary to retain such data;

• The right to withdraw your consent to the processing of data at any time, where consent was our lawful basis for processing the data;

• The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);

• The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

• The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

1. **Transfer of Data Abroad**

We do not transfer personal data outside the United Kingdom.

**11. Automated Decision Making**

We do not use any form of automated decision making in our business.

**12. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

**13. Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be communicated.

14. **How to make a complaint**

To exercise all relevant rights, queries or complaints please in the first instance contact our Data Protection Officer, Kevin Culver, on 07740307342 or kevin@recruitmentjuice.com .

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office on 03031231113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England

**Review of this Policy**

The effectiveness and validity of this policy was last reviewed in January 2023 and revised as appropriate. This policy will expire 31st December 2023 and will be reissued 1st January 2024 after appropriate review.

Policy signed by:



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**Matt Trott – CEO & Founder**

January 2023