

The Link

T R A I N I N G

Privacy Notice

This privacy notice explains how The Link Training Academy collects, uses, stores, and protects personal data through its website in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Data Controller

The Link Training Academy (TLTA) is the data controller responsible for your personal data.

- Address: 21 St Johns Road, Huddersfield, HD1 5BW
- Email: Ben@thelinktraining.org
- Phone: 01484 705762

2. Types of Data We Collect

We may collect the following types of personal data:

- Name and contact details
- Information submitted via contact forms or course applications
- IP addresses and browser information
- Cookies and usage data

3. Legal Basis for Processing

We process personal data based on the following legal grounds:

- Consent (e.g., when you submit a form)
- Contractual necessity (e.g., course enrolment)
- Legal obligation (e.g., safeguarding requirements)
- Legitimate interests (e.g., website analytics)

4. Data Sharing

We may share your data with:

- Department of Education (DfE) and Education Skills Funding Agency (ESFA)
- Prime Providers and subcontractors
- AO's and EPAO's for registration and examinations
- OneAdvanced Learner Management System – to store your data
- IT service providers for website hosting and maintenance

All third parties are required to comply with data protection laws and have appropriate agreements in place.

5. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Rectify inaccurate data
- Erase your data (right to be forgotten)
- Restrict or object to processing
- Data portability
- Withdraw consent at any time

To exercise your rights, please contact us using the details above.

6. Cookies

Our website uses cookies to enhance user experience and collect usage data. You can manage cookie preferences through your browser settings.

7. Data Security and Retention

We implement appropriate technical and organisational measures to protect personal data. Data is retained only as long as necessary for the purposes stated and securely disposed of thereafter.

8. International Data Transfers

If personal data is transferred outside the UK, we ensure appropriate safeguards are in place, such as Standard Contractual Clauses (SCCs).

9. Contact Us

If you have any questions or concerns about this privacy notice or your personal data, please contact our Data Protection Officer at:

- Email: ben@thelinktraining.org
- Phone: 01484 705762