



# THE LINK TRAINING ACADEMY

## PRIVACY NOTICE 2026-2027

### 1. Introduction

The Link Training Academy ("TLTA", "we", "our" or "us") is committed to protecting and respecting your privacy.

This Privacy Notice explains how we collect, use, store, share and protect personal information in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Relevant education, safeguarding and funding requirements

This notice applies to:

- Learners
- Apprentices
- Employers
- Staff
- Directors and Governors
- Volunteers
- Associates and contractors
- Website users
- Individuals making enquiries about our services

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## 2. Data Controller

The Link Training Academy is the Data Controller responsible for personal information.

**Address:**

The Link Training Academy  
21 St Johns Road, Huddersfield, HD1 5BW

Huddersfield  
HD1 5BW

**Telephone:**  
01484 705762

**Email:**  
info@thelinktraining.org

**Data Protection Lead:**  
Ben Lodge  
ben@thelinktraining.org

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## 3. Personal Information We Collect

We may collect and process the following information.

### Personal Information

- Name
  - Address
  - Date of birth
  - Telephone numbers
  - Email addresses
  - Emergency contact details
  - National Insurance Number (where applicable)
  - Unique Learner Number (ULN)
  - Employment details
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### Learner Information

- Enrolment information
  - Qualification details
  - Assessment records
  - Achievement data
  - Progress reviews
  - Attendance records
  - Learning support information
  - Careers information and progression records
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## Employer Information

- Employer contact details
  - Workplace mentor details
  - Apprenticeship records
  - Employer feedback
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## Staff Information

- Recruitment records
  - Employment records
  - Training records
  - Performance and professional development records
  - Attendance and wellbeing records
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## Website Information

- IP addresses
  - Browser information
  - Cookies
  - Website usage data
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## 4. Special Category Information

Where necessary and lawful, we may process special category information including:

- Health information
- Disability information
- Additional learning support information
- Equality, diversity and inclusion information
- Safeguarding information

This information is only processed where there is a lawful basis and an appropriate condition under data protection legislation.

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## 5. How We Collect Information

We may collect information:

- Directly from you.
  - From employers.
  - From parents or carers (where appropriate).
  - From Awarding Organisations.
  - From End Point Assessment Organisations.
  - From funding bodies.
  - Through our website.
  - Through learning management systems and digital learning platforms.
  - Through quality assurance and safeguarding activities.
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## 6. Why We Use Personal Information

We use personal information to:

- Deliver education and training.
  - Register learners with Awarding Organisations.
  - Administer apprenticeship programmes.
  - Conduct assessments and quality assurance activities.
  - Provide learner support.
  - Meet safeguarding responsibilities.
  - Communicate with learners, employers and staff.
  - Maintain records.
  - Improve services.
  - Meet legal, funding and regulatory requirements.
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## 7. Lawful Bases for Processing

We process personal information under one or more of the following lawful bases:

### **Contract**

Where processing is necessary to deliver training, education or employment arrangements.

### **Legal Obligation**

Where processing is required by law or regulatory requirements.

### **Public Task**

Where processing supports publicly funded education and training services.

## **Legitimate Interests**

Where processing supports legitimate organisational activities.

## **Consent**

Where consent is the appropriate lawful basis.

Where consent is used, individuals may withdraw consent at any time.

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# **8. Who We Share Information With**

We may share information where necessary with:

- Department for Education (DfE)
- Department for Work and Pensions (DWP)
- Awarding Organisations
- End Point Assessment Organisations (EPAOs)
- Ofsted
- Ofqual
- Funding and regulatory authorities
- Employers
- Professional advisers
- External auditors and quality assurance bodies
- IT service providers
- Safeguarding agencies where required by law

Examples of Awarding Organisations may include:

- Highfield Qualifications
- City & Guilds
- ILM
- AIM Qualifications and Assessment Group
- TQUK

Information is only shared where there is a lawful basis to do so.

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# **9. Safeguarding and Information Sharing**

The Academy has statutory and moral responsibilities to safeguard children, young people and adults at risk.

Where safeguarding concerns arise, information may be shared with:

- Local Authorities
- Police
- Health Services
- Safeguarding Partners
- Other relevant agencies

Information sharing will always be proportionate, necessary and lawful.

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## 10. Artificial Intelligence and Digital Technologies

The Organisation may use approved digital technologies to support:

- Learning
- Assessment
- Quality assurance
- Academic integrity

This may include:

- Plagiarism detection tools
- Authorship verification tools
- Artificial intelligence detection tools
- Secure digital learning platforms

The Organisation does not make decisions based solely on automated processing.

All significant decisions involve appropriate human review and professional judgement.

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## 11. Data Storage and Security

We implement appropriate technical and organisational measures to protect personal information.

These measures include:

- Access controls
- Password protection
- Secure storage systems
- Microsoft 365 security controls
- Staff training
- Information governance procedures

Only authorised individuals are permitted to access personal information.

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## 12. International Transfers

Where information is transferred outside the United Kingdom, appropriate safeguards will be implemented.

These safeguards may include:

- UK International Data Transfer Agreements
  - Standard Contractual Clauses
  - Approved adequacy arrangements
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## 13. Data Retention

The Organisation retains information only for as long as necessary.

Retention periods are determined by:

- Legal requirements
- Funding requirements
- Awarding Organisation requirements
- Regulatory requirements
- Organisational retention schedules

Information will be securely destroyed when no longer required.

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## 14. Your Rights

Under UK GDPR you have the right to:

- Access your personal information.
- Request correction of inaccurate information.
- Request erasure of information where appropriate.
- Restrict processing.
- Object to processing.
- Data portability.
- Withdraw consent where consent is the lawful basis.

Some rights may be limited where legal or regulatory obligations apply.

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## 15. Cookies

Our website uses cookies and similar technologies to:

- Support website functionality.
- Improve user experience.
- Monitor website performance.

Cookie preferences can be managed through browser settings.

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## 16. Complaints

If you have concerns regarding the use of your personal information, please contact:

**Data Protection Lead**

Ben Lodge

ben@thelinktraining.org

The Organisation will seek to resolve concerns promptly and fairly.

If you remain dissatisfied, you have the right to complain to:

### Information Commissioner's Office (ICO)

**Website:**

<https://www.ico.org.uk>

**Telephone:**

0303 123 1113

**Address:**

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

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## 17. Changes to this Privacy Notice

This Privacy Notice will be reviewed annually and may be updated where:

- Legal requirements change.
- Regulatory requirements change.
- Organisational practices change.
- New services or systems are introduced.

The most current version will always be available on our website.

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## Document Control

**Version:** V1 2026-2027

**Policy Owner:** Board of Directors

**Responsible Lead:** Data Protection Lead

**Approved By:** Board of Directors

**Review Date:** August 2027