

Apprentice Candidate Privacy Notice

Data controller: Davidson Training UK Ltd

As part of our recruitment process, Davidson Training collects and processes personal data relating to apprenticeship applicants on behalf of employers it is recruiting for. Davidson Training is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Davidson Training collect?

Davidson Training collects a range of information about you. This includes:

- Your name, address and contact details including email address and telephone number.
- Your ethnicity, gender and age.
- Details of your qualifications, skills, experience and employment history.
- Whether or not you have a disability and or learning difficulty for which Davidson Training needs to make reasonable adjustments during the recruitment/training process.
- Information about your entitlement to work in the UK.
- Eligibility and motives for wishing to start an apprenticeship programme

Davidson Training may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Data will be stored in a range of different places, including on your application form, in a password protected CRM system called MAYTAS and on other IT systems (including email and EOS eportfolio).

Why does Davidson Training process personal data?

Davidson Training needs to process personal data to take steps at your request prior to entering into a contract with you. It also needs to process your personal data on behalf of employers it is recruiting for, in order for them to make recruitment decisions and potentially enter into a contract of employment with you.

In some cases, Davidson Training needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Davidson Training has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from apprentice applicants allows Davidson Training to manage the recruitment process, assess and confirm a candidate's suitability for the apprenticeship and decide to whom to offer a position on behalf of an employer. Davidson Training may also need to process data from applicants to respond to and defend against legal claims.

Davidson Training may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Davidson Training processes such information to carry out its obligations and exercise specific rights in relation to employment, on behalf of employers that we are recruiting for.

If your application is unsuccessful, Davidson Training may initially keep your personal data on file for up to 6 months in case there are future employment opportunities for which you may be suited. Davidson Training will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Personal data gathered during the recruitment process may be shared for the purposes of a recruitment exercise. If you are successful in your application, Davidson Training will then share your personal data with the prospective employer to obtain pre-employment checks. Davidson Training will also have a duty to share any data relating to

your apprenticeship with the End Point Assessment Organisation (EPAO), the Education Skills Funding Agency (ESFA), the Department for Education (DfE) and the relevant awarding body as part of government regulations. For more information about this please refer to our Fair Processing Notice. Davidson Training will not transfer your data outside the European Economic Area.

How does Davidson Training protect data?

Davidson Training takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anyone other than members of Davidson Training and prospective employers we are recruiting on behalf of. Any application forms, CVs, copies of certificates or information about your entitlement to work in the UK are securely saved in a password protected CRM system called MAYTAS and hardcopies are shredded and/or deleted after the retention period has ended, unless an offer of employment has been made and accepted.

For how long does Davidson Training keep data?

If your application for employment is unsuccessful, Davidson Training will delete or destroy your data after the end of the relevant recruitment process. If you agree to allow Davidson Training to keep your personal data on file, Davidson Training will hold your data on file for a further 12 months for consideration for future employment opportunities. At this point, we will contact you for your consent to retain your information for this extended period. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred over to the relevant employer that we are recruiting on behalf of. The period for which your personal data will be held by your new employer, should be provided to you in your new employer's employee notice policy. Davidson Training will continue to retain your personal data on file for the duration of your apprenticeship with us. Davidson Training will also have a duty to share any data relating to your apprenticeship with the End Point Assessment Organisation (EPAO), the Education Skills Funding Agency (ESFA), the Department for Education (DfE) and the relevant awarding body as part of government regulations.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require Davidson Training to change incorrect or incomplete data;
- require Davidson Training to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Davidson Training is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Sarah Collins via email at sarahcollins@davidsontraining.com or by post to Davidson Training UK Ltd, Unit 1 Ascension Business Park, Fleming Road, Grays. Essex. RM16 6HH

If you believe that Davidson Training has not complied with your data protection rights, you can contact the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Davidson Training during the recruitment process. However, if you do not provide the information, Davidson Training may not be able to process your application properly or at all.

Automated decision-making

All applications to Davidson Training are reviewed with meaningful human intervention and recruitment processes and decisions are not based solely on automated processing or profiling.