



Confidentiality and Data Protection Statement

Smart Training and Recruitment is registered under the Data Protection Act 1998. As part of our Management Information System Learner details are recorded on our computerised database from the point at which a Learner first enquires and throughout their time as a learner with us. Some paper-based records also exist (for example, application forms, interview records and learner monitor and review records) which are held in a secure environment.

Our main use of personal information is to support a Learner's personal development and progression through their qualification while at Smart Training and Recruitment and afterwards to provide information to persons or organisations that may provide future progression opportunities.

Smart Training and Recruitment may use data provided by learners, and other data records generated by Smart Training and Recruitment relating to their time at Smart, to inform persons or organisations who have a legitimate interest in an official capacity of a Learner's progression, performance and attendance, unless they have asked us not to do so.

Typical persons or organisations that we may communicate information to include:

- Potential employers
- Employers
- Learners
- Other organisations supporting learning programmes e.g. Awarding Body, Ofsted.
- Our funding body – The Learning and Skills Council
- Parents or guardians for learners aged under 19 and living in the parental or guardians home.

We do not sell or reveal details to any commercial companies for their marketing purposes.

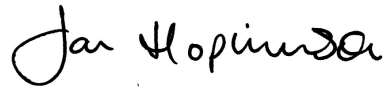
Only authorised staff can access the information held in our systems and we are bound and abide by the Data Protection Act 1998 and its 8 principles, which require that data must be;

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Not kept longer than necessary
- Processed in accordance with the individual's rights
- Secure
- Not transferred to countries outside the European Economic area, unless there is adequate protection.

Learners can opt out of any or all of the above, but by doing so it may impact our ability to support their personal development. Learners should discuss with their Training Advisor or the Recruitment Team, the implications of any opt out they are

considering. If learners wish to exercise their right to opt out, they should let us know by the means most convenient to them.

Signed on Behalf of the Board of Directors

A handwritten signature in black ink that reads "Jan Hopkinson". The signature is written in a cursive style with a large initial 'J'.

**Jan Hopkinson
Managing Director**