

Crosby Aviation Training Ltd

Annex 13 – Privacy Notice

Purpose:

The aim of the Quality Management System Manual is to enable Crosby Aviation Training (CAT) to have a systematic approach to ensure that the QMS is regularly checked to maintain currency and reflect existing working practice and current legislation.

Owner: Gemma Aiuto-Turner
CEO



Record of Amendments

Issue	Detail of Change	Issue Date	Review Date	Name & Signature
1.0	Initial Issue	Mar 24	Mar 25	Gemma Aiuto-Turner
1.1	ESFA / DfE changes	Mar 25	Mar 26	Gemma Aiuto-Turner
1.2	Annual Check	Mar 26	Mar 27	Gemma Aiuto-Turner

Scope and Application

CAT's mission is to provide the highest quality education, training and support services for all its learners. This Policy is aligned to CAT's mission and strategic aims and objectives.

This Policy applies to all activities, on and off site and every member of employees and all students.

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1. Statement of Intent

This Privacy Notice explains how the CAT processes personal data of individuals who undertake apprenticeship courses delivered by the University. The Government funds apprenticeships through the Department for Education.

This notice is intended for apprenticeship students.

2. Arrangements

We obtain your personal data from the following sources:

- Directly from you e.g., When you complete the application form, during enrolment and throughout the apprenticeship programme
- Indirectly from third parties e.g., your employer.

We will process a range of personal data about you to manage delivery of our services and to meet our legal and contractual requirements.

This includes:

- Personal identifiers such as your name, date of birth, NI Number, gender, address, photograph
- Contact details e.g., e-mail address, telephone number
- Employment details e.g., start date, contract of employment, working hours
- Next of kin contact details
- Nationality and UK residential status
- Verification documents such as birth certificate, passport, marriage certificate, VISA, educational qualifications and contract of employment
- Learning support plan
- Where relevant we also collect information about your
- Disability
- Ethnicity
- Learning support needs
- Your care leaver or personal circumstances status

We will use your information for the purposes listed below.

- Registration, when you make an application.
- Prove your eligibility for the DFE funding
- Enable delivery of the apprenticeship
- Enable assessments to be conducted
- Establish if you meet the minimum educational requirements
- Show that you are working in a role relevant to the apprenticeship and meet the working hours and minimum wage requirements
- Determine if you have or need English and Maths qualifications at Functional Skills level 2 or GCSE Grade C or above
- Enable you to log onto the apprenticeship system.
- Enable us to obtain funding for your Apprenticeship from DFE
- Provide you with information on additional funding
- Conduct statistical analysis.

The lawful reason we rely on for processing your personal data are:

- It is necessary for the performance of a 'Public Task' in the public interest
- It is necessary for the performance of our contractual obligations with you
- It is necessary to perform our legal obligations
- It is necessary to pursue our legitimate interests

- We may use your “special categories” or personal data about your racial or ethnic origin, religious beliefs, physical or mental health, or gender identity and sexual orientation for the following reasons.
- Substantial public interests e.g. to identify if you need support to consider reasonable adjustments for equal opportunities monitoring

We share your personal data with our employees and agents on a need-to-know basis only.

We also share your personal data with:

- DFE or their appointed auditors to enable funding of the apprenticeship. The ILR privacy Notice has more information on how DFE uses your personal data.
- Your employer, to demonstrate progress during the apprenticeships.
- End Point Assessment (EPA) Organisations and Independent assessors
- Subcontractors to deliver part of the apprenticeship, for example to provide Functional Skills or core modules.
- OFSTED

Your information will be retained for 6 years after completion or withdrawal from your apprenticeship.

YOUR (THE APPRENTICE) RIGHTS

Details about your rights and how to exercise them are set out on our Data Protection webpage.

We are committed to protecting your personal information as required by the data protection laws, including the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

This Privacy Notice describes how, when and why the University of Cumbria process information about you also referred to as personal data.

"Personal data" is any information from which you can be identified. The personal data we collect, and how we process it, varies depending on your interactions with us. "Process" means anything we do with your personal data.

We explain how we keep your personal data secure, who we share it with and what rights you have under data protection law.

3. Monitoring and Review

This Policy will be reviewed and consulted upon annually. The CEO will approve the Privacy Notice.

All procedures under this Policy are subject to monitor and review. The main purpose of this review is for the continual improvement of the system.