



TEAM Academy Privacy Policy

Document Owner: Director of Quality and Curriculum

Operational Lead: Director of Quality and Curriculum

Last Review Date: May 2025

Next Review Date: May 2026

Version: 1

1. Introduction

Tomorrow's Engineers and Mechanics Ltd (trading as TEAM Academy) is committed to protecting the privacy and security of personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines how we collect, use, store, and protect personal data.

2. Data Controller

TEAM Academy acts as the Data Controller for the personal data we collect and process. If you have any questions regarding this policy, please contact us at: Email: TEAMApprenticeships@gmail.com

Registered Office Address: Tomorrow's Engineers and Mechanics, 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ

For Apprenticeships: Automotive Training Support Services, 46 Cranberry Close, West Bridgford, Nottingham, NG2 7TQ

3. Personal Data We Collect

We may collect and process the following types of personal data:

- Name, address, and contact details (email, phone number, etc.)
- Date of birth and demographic information
- Employment and educational history
- Financial information (where necessary for payments or funding applications)
- Information required for apprenticeship enrolment and employer engagement

4. How We Use Personal Data

We use personal data for the following purposes:

- Administering and delivering apprenticeship programmes
- Communicating with learners, employers, and regulatory bodies



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- Processing applications and payments
- Meeting legal and regulatory obligations
- Improving our services through feedback and research

5. Lawful Basis for Processing

TEAM Academy processes personal data under the following lawful bases:

- Consent: Where individuals have given clear consent
- Contractual Obligation: When processing is necessary to fulfil a contract
- Legal Obligation: When required by law or regulation
- Legitimate Interests: When processing is necessary for TEAM Academy's legitimate business activities, provided that it does not override individuals' rights

Consent may be obtained via written communication, such as email, when an individual submits their CV or enquiry and explicitly authorises data sharing.

6. Data Sharing

We may share personal data with:

- Employers and training partners involved in apprenticeship programmes
- Regulatory bodies such as the Education and Skills Funding Agency (ESFA)
- IT service providers who support our systems and data storage
- Law enforcement or government agencies when required by law

We do not sell personal data to third parties.

To ensure GDPR compliance, we will:

- Require all third parties to sign a Data Processing Agreement (DPA)
- Conduct regular audits and assessments
- Ensure appropriate technical and organisational security measures
- Require immediate notification of any data breaches
- Restrict processing to agreed purposes only

7. Data Security

We implement appropriate technical and organisational measures to protect personal data from loss, unauthorised access, and misuse, including:

- Secure digital storage and encryption
- Controlled access protocols
- Regular data security assessments



8. Data Retention

We retain personal data only as long as necessary for the purposes outlined in this policy or to meet legal obligations. Once no longer required, data is securely deleted or anonymised.

Initial enquiry data (e.g., CVs submitted by email) will be retained for no longer than 12 months unless the individual becomes enrolled on a programme or further processing is required by law.

9. Individual Rights Under UK GDPR, individuals have the following rights:

- Right to Access: Request a copy of the personal data we hold
- Right to Rectification: Request corrections to inaccurate data
- Right to Erasure: Request deletion of personal data (subject to legal obligations)
- Right to Restriction: Request restricted processing
- Right to Data Portability: Request transfer to another organisation
- Right to Object: Object to processing based on legitimate interests

Requests can be made by emailing TEAMApprenticeships@gmail.com. We will respond within one calendar month and may request ID for verification. If your request is complex or you make more than one, the response time may be a maximum of three calendar months, starting from the day of receipt.

10. Data Breaches

In the event of a data breach, we will assess the risk to individuals and notify the Information Commissioner's Office (ICO) and affected individuals in line with GDPR requirements.

11. Updates to This Policy

This policy will be reviewed regularly and updated to reflect any changes in our practices or legal obligations. Last updated: June 2025

12. Contact Information

If you have any questions about this policy or your personal data rights, please contact: Tomorrow's Engineers and Mechanics Ltd (Trading as TEAM Academy)

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