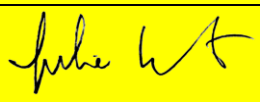
Sutton & District Training Limited

PRIVACY NOTICE

Date effective from:	01/08/2026
The Policy will next be reviewed:	01/08/2027
Policy approved by:	Julie Ingleton
Signed:	
Date:	xxxx

SUTTON & DISTRICT TRAINING LIMITED

PRIVACY NOTICE

Sutton and District Training ("SDT") is committed to ensuring your privacy is protected. This Privacy Notice explains how we collect information about you and how we process this information. SDT takes its obligations with regard to your personal information seriously. We collect data relating to those we employ and students who enrol on one of our courses.

Your personal data will be collected by SDT who will act as the "Data Controller". A Data Controller determines the purposes and means of processing personal data.

Here at SDT we start gathering information about you at referral and interview stage, we ask you to provide this information so that you can enrol on one of our courses and to be able to access our services. When collecting this information we will explain why we are doing it and what it is going to be used for and who we may share it with.

Unless required or permitted by law, we will always ask you before we use it for any other reason.

How we use your data

The data we collect and you provide us will only be used by SDT for purposes relating to your Training and Education, it will allow us to draw down funding for your chosen vocational course including maths and English.

The information we collect, hold and share include:

- Personal information (such as name, unique learner number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Bursary details, free meals and bank account details will be kept for payment purposes.

Other data is collected on your consent, and you may withdraw this consent without this affecting your status as a student.

Data Sharing

We do not share information about you with any third party without your consent unless the law compels us to do so or there is a safeguarding issue.

Under the Education and Skill Act 2008, SDT is required to share data with your Local Authority and youth support services in order for them to fulfil their duties; if you fall into one or more of the following categories we may have to disclose very specific information:

- 16 to 17 years of age
- a vulnerable adult in care of the Local Authority or previously in care of the Local Authority
- 18-24 years old with an Education Health Care Plan (EHCP).

We are required to share your data with certain Government and funding agencies in order to meet our contractual and legal obligations, specifically the Department for Education (DfE).

The DFE will share your data with the European Social Fund (ESF) Managing Authority.

Requesting access to your personal data

Under data protection legislation you have the right to:-

- request access to information which we hold about you
- change or stop the way we communicate with you
- stop or change us processing data about you, if it is not required for the purpose you originally provided it for.

If you have concerns about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance alternatively you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/or write to: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

We will hold your data for 6 years after which paper-based data will be disposed of using a confidential shredding company and electronic data will be purged from our systems.

Further information can be found here:
https://guidance.submit-learner-data.service.gov.uk/26-27/ilr/ilrprivacynotice