

Privacy Policy for Lee Marley Brickwork Academy

Introduction

At Lee Marley Brickwork, we are committed to protecting the privacy and security of personal data. As a training provider delivering bricklaying apprenticeships, we handle personal data in various capacities. This privacy policy outlines how we collect, use, and protect the personal data of our apprentices, clients, and other stakeholders.

Data Controller and Contact Information

Lee Marley Brickwork is the data controller for the personal data we process. If you have any questions or concerns about this privacy or our data processing activities, please contact Learning@LeeMarley.com

Types of Personal Data We Collect

- We may collect the following types of personal information:
- Apprentice Data: Names, addresses, contact details, dates of birth, National Insurance numbers, qualifications, and employment history.
- Client Data: Names, addresses, contact details, and financial information.
- Other Stakeholders: Data from suppliers, contractors, and other third parties we interact with.

Purposes of Processing Personal Data

- We process personal data for the following purposes:
- Apprenticeship Delivery: To manage apprenticeships, including enrolment, assessment, and certification.
- Compliance and Regulatory: To comply with regulatory requirements, such as health and safety, and employment law.
- Marketing and Communications: To send newsletters, promotional materials, and updates about our services.

Lawful Basis for Processing

- Contractual Necessity: To perform our contractual obligations to apprentices, and clients.
- Legitimate Interests: To manage our business operations, including marketing and communications.
- Legal Obligation: To comply with regulatory requirements and laws.
- Consent: Where necessary, we will obtain explicit consent from individuals for specific processing activities.

Data Sharing and Transfers

We may share personal data with:

- Regulatory Bodies: To comply with regulatory requirements, such as the Education and Skills Funding Agency (ESFA) and Department for Education / Department for Work and Pensions.
- Awarding Organisations: To facilitate apprenticeship certification and assessment.
- Professional Advisors: To obtain professional advice.
- We will not transfer personal data outside the UK or EEA without ensuring adequate safeguards are in place, such as Standard Contractual Clauses or Binding Corporate Rules.

Data Retention

We will retain personal data for as long as necessary to achieve the purposes outlined in this policy.

Our retention periods are as follows:

Apprentice and Client Records: retained for 6 years after completion of the apprenticeship.

Data Subject Rights

Individuals have the following rights under data protection law:

- Access: To request a copy of their personal data.
- Rectification: To request corrections to inaccurate personal data.
- Erasure: To request deletion of their personal data.
- Restriction: To request restriction of processing their personal data.
- Objection: To object to processing their personal data.
- Data Portability: To request transfer of their personal data to another controller.
- To exercise these rights, please contact our Data Protection Officer.

Security Measures

We have implemented robust security measures to protect personal data, including:

- Access Controls: Restricted access to authorised personnel.
- Encryption: Encryption of sensitive data.
- Data Backup: Regular data backups.
- Changes to this Policy
- We may update this policy to reflect changes in our data processing activities or regulatory requirements. We will notify affected individuals of significant changes.

Complaints and Concerns

If you have concerns or complaints about our data processing activities, please contact Learning@LeeMarley.com. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

By engaging with our services, individuals acknowledge that they have read and understood this privacy policy.

Approved by:



Dan Clarkson
Chief Operating Officer



Nick Boulton
Managing Director – Scaffold

For and on behalf of Lee Marley Group

Date: 15th Jan 2025