

Recruitment Privacy Notice

Apprentice applicants and users of the RTS CV matching service

Document information	Details
Data controller	Riverside Training (Spalding) Ltd (“RTS”, “we”, “us” or “our”)
Effective date	22 July 2026
Next review date	22 July 2027
Contact	hello@rts.training 01775 710945
Address	Unit 4, Broadgate House, 18 Westlode Street, Spalding, PE11 2AF

1. Purpose of this notice

This notice explains how RTS collects, uses, matches and shares personal information when you apply for an apprenticeship opportunity or ask us to help you find employment in an early-years setting. It applies to information submitted through our online application form, uploaded CVs, emails, telephone calls and later recruitment contact.

RTS acts as the data controller for the CV matching service. An employer that receives your CV will normally become a separate data controller for its own recruitment process and should provide its own privacy information where required.

2. What the CV matching service does

When you submit the application form, our system records your details and uses selected information to identify potentially suitable early-years employers. The matching process may run automatically and may send your CV to matched employers without a member of RTS manually approving each individual email.

- The system uses your selected location hub, maximum travel distance, postcode or area, apprenticeship level and other relevant preferences.
- It compares those details with employer locations, vacancies and recruitment requirements recorded by RTS.
- Where the matching criteria are met, your CV and relevant application details may be emailed to one or more matched employers in the areas you selected.
- RTS may contact you about responses, interviews, alternative opportunities, eligibility and apprenticeship onboarding.

The system does not decide whether you receive an interview or a job. Employers make those decisions. RTS staff can review or correct a match, and you can ask us to stop automatic matching at any time.

3. Personal information we collect

Category	Examples
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Identity and contact details	Name, date of birth or age, email address, telephone number, home postcode and preferred contact method.
Recruitment information	CV, employment history, qualifications, skills, experience, references and answers provided on the application form.
Search preferences	Preferred location hub, maximum travel distance, areas in which you are willing to work, apprenticeship level and availability.
Eligibility information	Right-to-work status, current employment status, prior apprenticeship or learning information and other details needed to assess basic apprenticeship eligibility.
Communication and progress records	Emails, call notes, employers contacted, dates a CV was sent, employer responses, interviews, offers and recruitment outcome.
Technical and audit information	Submission date, form records, system identifiers, automation logs and consent or acknowledgement records.

4. Information you should not put in your CV

Please do not include information that is not needed for recruitment, including your National Insurance number, passport number, bank details, full birth certificate, detailed medical history, photographs of identity documents or information about criminal convictions unless RTS has specifically asked for it through an appropriate secure process.

A CV can sometimes reveal sensitive information—for example health or disability information, ethnicity, religion, sexual orientation or trade-union membership. Only include this if it is relevant and you are comfortable with it being shared with matched employers. Where we need sensitive information for reasonable adjustments, equality monitoring or another specific purpose, we will explain the relevant condition and handle it separately wherever practical.

5. Why we use your information and our lawful bases

Purpose	Lawful basis
Receive and manage your application; communicate with you; assess basic suitability and apprenticeship eligibility.	Legitimate interests: operating an effective recruitment and apprenticeship service and responding to your request for assistance. Steps may also be taken at your request before entering an apprenticeship or service agreement.
Automatically compare your preferences with employer locations and vacancies.	Legitimate interests: efficiently identifying relevant opportunities for applicants and suitable candidates for employers. The matching is not used to make a legally or similarly significant final decision about you.
Share your CV and relevant application details with matched employers.	Legitimate interests: providing the recruitment service you requested. We make this use prominent before submission and allow you to stop further sharing at any time.
Meet apprenticeship funding, safeguarding, equality, fraud-prevention, audit or legal requirements where	Legal obligation and/or legitimate interests, depending

applicable.	on the requirement.
Establish, exercise or defend legal claims and respond to regulators.	Legitimate interests and, where relevant, legal claims conditions under data-protection law.

Submitting the form is voluntary. However, we cannot operate the matching service without enough information to identify and contact you, understand your search area and share a suitable CV with employers.

6. Automated matching and profiling

We use rules-based automation to shortlist potential employer matches. In simple terms, the system checks whether your chosen apprenticeship level and maximum search distance cover an employer's recorded requirements and distance from the relevant location hub. It may also use vacancy status and other preferences that you provide.

A positive match may cause your CV to be sent automatically. A negative match means that employer is not selected at that time. It does not mean RTS or the employer has rejected you, and your details may match another employer or a later vacancy.

This processing is not intended to produce a solely automated decision with legal or similarly significant effects. No automated score decides whether you are interviewed, employed or enrolled. You may ask us to explain a match, correct inaccurate location or preference data, stop automatic matching, or request a manual review.

7. Who we share information with

We may share your information with:

- early-years employers and settings that match the locations, travel distance, level and vacancy criteria you selected;
- RTS staff and authorised contractors who support recruitment, eligibility, safeguarding, compliance or apprenticeship onboarding;
- service providers that host our forms, database, email, file storage, automation and IT systems, including Airtable and Microsoft;
- awarding organisations, end-point assessment organisations, the Department for Education, auditors, regulators, safeguarding agencies, law-enforcement bodies or professional advisers where this is necessary and lawful; and
- another organisation in connection with a business reorganisation, provided appropriate protections apply.

Employers are asked to use CVs only for recruitment, keep them secure and dispose of them when no longer needed. Because employers are separate controllers, RTS cannot control every part of their recruitment process. You may ask us for a list of employers to which we have sent your CV.

8. International processing

Some technology providers may store or access information outside the United Kingdom. Where restricted transfers occur, we require an approved legal safeguard, such as UK adequacy regulations, the UK International Data Transfer Agreement, the UK Addendum to approved

contractual clauses, or another lawful mechanism. You may contact us for more information about the safeguards relevant to your data.

9. How long we keep your information

Record	Normal retention
Active CV matching record and CV	Up to 12 months from submission or your most recent meaningful recruitment contact. We may contact you before expiry to ask whether you want the search to continue.
Unsuccessful or closed recruitment record	Normally deleted or anonymised after the 12-month search period, unless needed for a complaint, safeguarding matter, legal claim, audit or another stated legal requirement.
Applicant becomes an apprentice or employee of a matched employer	Relevant information may move into the applicable learner, apprenticeship or employer record and will then follow the retention period in the relevant RTS privacy information and funding rules.
Suppression record	If you ask us not to contact or match you again, we may keep minimal details needed to respect that request.

We may delete information earlier when it is no longer needed. You can ask us to close your search and stop future sharing at any time. This will not require employers that already received your CV to delete it where they have their own lawful reason to retain it, but you can contact them directly or ask RTS to help route the request.

10. Security

We use proportionate technical and organisational measures to protect applicant information. These include access controls, staff permissions, account security, controlled automation, audit records and secure service providers. No online service is completely risk-free, so please use the designated form rather than sending identity documents or other highly sensitive information by ordinary email unless we specifically request it.

11. Your data-protection rights

Depending on the circumstances, you may have the right to:

- ask for access to your personal information and a copy of it;
- ask us to correct inaccurate or incomplete information;
- ask us to delete information;
- ask us to restrict how information is used;
- object to processing based on legitimate interests, including further automatic CV matching and sharing;
- receive information you provided in a portable format where the legal conditions apply; and
- raise concerns about automated processing and ask for an explanation or manual review.

These rights are not absolute and exemptions may apply. We may need to verify your identity before acting on a request. We will not charge a fee in ordinary circumstances.

12. Stopping CV sharing or updating your preferences

Email hello@rts.training with the subject “CV matching request” if you want to change your location, maximum distance, apprenticeship level or other preferences; replace your CV; receive the list of employers contacted; pause matching; or close your search. Stopping future sharing does not affect processing that was lawful before your request.

13. Data-protection complaints

If you are unhappy with how we have used your personal information, email hello@rts.training with the subject “Data protection complaint”, telephone 01775 710945, or write to the address at the start of this notice. We will provide reasonable help to make the complaint, acknowledge it within 30 days, investigate without undue delay, keep you informed where necessary and tell you the outcome.

You may also complain to the Information Commissioner’s Office (ICO): www.ico.org.uk/make-a-complaint | 0303 123 1113 | Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. We would welcome the opportunity to resolve the issue first, but you do not have to contact us before approaching the ICO.

14. Changes to this notice

We will review this notice at least annually and sooner if the matching process, technology, recipients or law changes. Where a change materially affects applicants, we will bring it to their attention before the new use begins where required.

Appendix: wording for the online application form

Short privacy message beside the CV upload

How we will use your CV: RTS will use the details in this form to match you with suitable early-years employers based on factors such as location, travel distance and apprenticeship level. Where a match is found, our system may automatically email your CV to the matched employer without a member of RTS checking each email first. Employers make all interview and hiring decisions. Please read the Recruitment Privacy Notice before submitting.

Required acknowledgement checkbox

☐ I have read the Recruitment Privacy Notice and understand that RTS may automatically match and share my CV and relevant application details with suitable early-years employers in the locations and travel area I have selected.

Implementation note: record the wording/version of the notice, date and time of acknowledgement, applicant identifier and form submission. The checkbox records that the information was seen and understood; the notice identifies legitimate interests as the principal lawful basis for the matching service.

Optional contact preference

☐ I am happy for RTS to contact me by email, telephone or text about matched vacancies and progress with my apprenticeship job search.

Implementation note: this should be framed as a contact preference for the requested recruitment service, not bundled marketing consent. Keep separate consent for unrelated promotional marketing.