

ATL Privacy Policy
Version: 3.0
Release Date: Jan 2025
Review Date: Jan 2027
Owner: IT Director
Approval: Operations Board



1.0 Policy Intent and Scope

1.1 Policy Objective

Aspiration Training Ltd is committed to protecting and respecting your privacy. This Privacy Policy outlines how we collect, use, and manage your personal data, your rights under applicable data protection laws, and how you can exercise those rights.

We aim to be transparent and accountable in using your data, ensuring compliance with the UK Data Protection Act 2018, the General Data Protection Regulation (GDPR) as retained in UK law, and other relevant legislation.

1.2 Scope of Policy

This policy applies to all personal data processed by Aspiration Training Ltd (ATL), including its subsidiaries such as Aire Vocational Training Ltd. This includes all websites operated by ATL, including Aire Vocational Training Ltd's website <http://avtl.co.uk>

Each entity within the ATL Group adheres to this policy and the principles of GDPR.

- Learners, apprentices, and trainees
- Employers and partners
- Staff, contractors, and job applicants
- Visitors to ATL's websites, applications, and digital platforms

This policy applies to data collected via all ATL's services, including in-person interactions, telephone, email, website forms, learning management systems, and third-party platforms ATL uses for education and business operations.

Where ATL processes personal data on behalf of another organisation (e.g., funding bodies), this policy applies to the extent that ATL acts as a data processor, following the instructions of the data controller.

For questions regarding this policy or specific data processing activities, please contact dpo@avtl.co.uk

2.0 Policy

Aspiration Training Ltd provides opportunities for young people and adults to learn new skills and gain qualifications. We have offices in England and Wales (Company registration no

04551344). The registered address is **C/o Gateley Plc, Park View House, 58 The Ropewalk, Nottingham, Nottinghamshire, NG1 5DW.**

For GDPR, Aspiration Training Ltd, **including its subsidiary Aire Vocational Training Ltd**, acts as a data controller for personal data we collect directly from learners, employers, and staff. We may also act as a data processor in cases where we process data on behalf of funding bodies or other third parties. If you are unsure about our role in specific circumstances, please contact us at **dpo@avtl.co.uk**

What Personal Data We Collect

We may collect the following types of personal data:

- **Contact Details:** Name, email address, phone number, postal address.
- **Demographic Data:** Date of birth, gender, nationality.
- **Education and Employment Information:** Apprenticeship applications, job titles, employer details, and academic qualifications.
- **Financial Information:** Bank details for funding purposes.
- **Usage Data:** Information about how you use our website and services (via cookies and analytics tools).
- **Sensitive Personal Data (SPD):** Information related to ethnicity, health, learning difficulty or disability indicators, or other similar data when required for government reporting or to assess additional support needs. We take extra precautions to safeguard SPD data, including encryption of stored and transmitted data, strict access controls, regular security audits, and compliance with GDPR standards. Additionally, we ensure that sensitive data is retained only for as long as necessary and securely disposed of when no longer needed.
- **Uploaded Content:** Photographs, videos, or audio recordings shared via our platforms.

Cookies and Website Tracking

We use cookies to enhance your browsing experience, **please refer to our Cookie Policy,**

Automated Decision-Making and AI Use

We use AI-assisted tools for assessment support, but final grading and feedback are always reviewed by a human assessor. No fully automated decisions are made that significantly impact an individual. If you have concerns about AI processing, contact **Marketing@aspirationtraining.com.**

Data Sharing

We may share your data with the following:

- Government agencies responsible for funding and compliance.

- **Third-Party Service Providers:** IT systems, recruitment partners.
- Apprenticeship Employers: Where applicable, to support apprenticeship delivery and performance tracking. Employers must comply with GDPR when handling learner data.
- Data Processors: Learner management systems, virtual classrooms, and assessment tools.
- Certification Bodies: For qualification and certification purposes.

We ensure all third parties comply with GDPR and relevant data protection laws. We implement appropriate safeguards where data is transferred outside the UK/EEA.

Third-party service providers processing ATL data on our behalf are contractually obligated to follow GDPR and UK data protection laws.

Contact Us

For any questions or concerns, contact our Data Protection Officer (DPO):

Aspiration Training Ltd

Suite 9B, Floor 4, Grosvenor House, Prospect Hill, Redditch, Worcestershire, B97 4DL.

Telephone: 01527 359646

Email: dpo@aspirationtraining.com

If you are a user of **Aire Vocational Training Ltd's services and require specific privacy-related support, please reach out via their official website or via dpo@avtl.co.uk**

How to Complain

If unresolved, you may contact the ICO:

- Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Phone: **0303 123 1113**
- Website: **ICO Complaint Page**