

CONSENT POLICY



As a Lancaster Training Services Ltd (LTS) Customer, Trainee, Learner, Apprentice, Employee or Visitor there are times when we need to record, store securely and share some of your details in order to provide services to you.

To meet the requirements within the General Data Protection Regulation (GDPR) (EU) 2016/679 we must ensure that you give your consent in a 'positive opt-in' manner and you understand **why** we need the data, **what** we want to do with it, **when** and **how** we plan to use it, **who** it will be shared with, etc.

Contact/Personal details

Your contact/personal details - including, address, contact telephone number(s), email, date of birth, prior achievements, learning needs, health/disability issues, etc – will be used, as applicable, to:

- contact you and advise you about the training course you are scheduled to attend,
- for registration with awarding/certification bodies eg City & Guilds, IMI, RTITB, SQA, etc
- enrolment on Education and Skills Funding Agency (ESFA) apprenticeship programmes
- for sending reminders when refresher training and recertification is due
- offer additional help as required to satisfy any Education and Skills Funding Agency (ESFA) and current statutory/legal requirements.

Driving Licence Number

Your driving licence number is required:

- to check your eligibility to drive, that is the correct category is on your driving licence and to check you are not disqualified, etc
- to book Driving and Vehicle Standards Agency (DVSA) tests on your behalf
- to upload 'hours' for Driver CPC purposes.

National Insurance Number

National Insurance numbers are required:

- to check your eligibility to drive, that is the correct category is on your driving licence and to check you are not disqualified, etc
- to join an ESFA Government funded apprenticeship programme.
- for tax and National Insurance purposes for employees.

Your information

- Will only be used and shared explicitly with those whom need to know in order to facilitate your training/employment at LTS.
- Will be stored securely and only accessed by those members of LTS staff that need to in order to facilitate your training/employment.
- Will be destroyed in line with our document retention policy <https://lantrain.co.uk/wp-content/uploads/2017/10/Document-Retention-Policy.pdf>

Please note

- You can withdraw your consent at anytime.
- We will refresh your consent each time you attend or return for training or employment.
- Your Image will not be recorded or used unless you have given separate explicit consent (see driver training record forms & apprenticeship enrolment forms).

A handwritten signature in black ink, appearing to read 'Richard W Little', is written over a light blue grid background.

Richard W Little – Chairman

<u>Document Control</u>	
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