



Privacy Policy

Effective Date: 06/11/2024

1. Introduction

At The Apprenticeship Training Agency, we are committed to protecting the privacy of our candidates, clients, and partners. This Privacy Policy outlines how we collect, use, disclose, and safeguard your information when you visit our website and use our services related to recruitment and apprenticeship management.

2. Information We Collect

We may collect the following types of information:

- **Personal Information:** This includes your name, contact details (email address, phone number), address, date of birth, and other information that identifies you as an individual.
- **Resume and Application Information:** This includes details from your resume or CV, job application forms, cover letters, and other information you provide during the recruitment process.
- **Communication Data:** Any communication you have with us, including emails, phone calls, or messages through our website.
- **Usage Data:** Information about how you use our website, products, and services, including IP address, browser type, and pages visited.

3. How We Use Your Information

We use the information we collect for various purposes, including:

- To assess your qualifications for job openings and apprenticeship opportunities.
- To communicate with you regarding job opportunities, application status, and other recruitment-related inquiries.
- To improve our services and website functionality.
- To comply with legal obligations and enforce our policies.

4. Sharing Your Information

We may share your information with:

- **Clients and Employers:** When you apply for a position, we may share your information with the relevant employers for their evaluation.
- **Service Providers:** We may engage third-party vendors to assist with our services, such as background checks, payroll processing, or IT support. These parties are bound to protect your information.
- **Legal Authorities:** We may disclose your information when required by law or to protect our rights or the rights of others.

5. Data Security

We take reasonable steps to protect your information from unauthorized access, use, or disclosure. We use secure servers and encryption technology, but please note that no method of transmission over the internet is completely secure.

6. Your Rights

Depending on your jurisdiction, you may have the following rights regarding your personal information:

- The right to access your personal information.
- The right to rectify inaccurate or incomplete information.
- The right to request deletion of your personal information.
- The right to restrict or object to the processing of your personal information.
- The right to data portability.

7. How Long We Keep Your Data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting, or reporting requirements.

8. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new policy on our website with an updated effective date.

9. Contact Us

If you have any questions or concerns about this Privacy Policy or our practices regarding your personal information, please contact us at:

The Apprenticeship Training Agency
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