

## PRIVACY NOTICE

This privacy notice will be given to all prospective learners and employers and will be posted on the VTS website. It will be regularly reviewed and updated as necessary.

Vocational Training Services Care Sector Ltd (VTS) processes its learner and employer personal information in accordance with the lawful basis of processing necessary to fulfil a contract. For marketing purposes only, VTS processes individuals' personal information in accordance with the lawful basis of legitimate interest. VTS collects, processes, securely stores and retains the personal information necessary to carry out its primary business as a training provider. If the training is funded by the Education & Skills Funding Agency or via an advanced learner loan with the Student Loan Company, as data processors, VTS will collect, process, store and retain the personal information in accordance with our contractual and any other statutory requirements.

If the training is provided on the basis of a direct contract or agreement between VTS and an individual or organisation, as data controllers and processors, VTS will collect, process, store and retain the personal information in accordance with our privacy and data protection policy, details of which can be found on our website at [www.vts.ac.uk](http://www.vts.ac.uk)

We will only share individuals' personal information with any organisations, for example awarding organisations, necessary in order for us to maintain accurate learning records and fulfil any contractual, lawful or statutory obligations relating to our business operations. When we no longer need to retain personal information for our contractual purposes, it will be securely destroyed.

We will not sell personal information or share it with any other organisations whatsoever.'