



Western Training Provider Network (WTPN) – Privacy Notice

Last updated: August 2025

Western Training Providers Ltd (trading as the **Western Training Provider Network** or **WTPN**) is a not-for-profit community of training providers, colleges, universities, schools, charities, employers, and partners across the West of England. We are committed to protecting your privacy and ensuring that all personal information is handled fairly, lawfully and transparently.

This notice explains how we collect, use, store and share your personal data in connection with our work with **young people, parents, schools, employers, and our provider network**.

If you have any questions, please contact:

Alex Richards, Managing Director

Email: alex.richards@wtpn.org.uk

1. Who we work with and what data we collect

We collect and use personal information from the following groups:

Young People (aged 16–24 and under 16 where appropriate)

- Name, age, school/college, contact details (if provided)
- Career interests, apprenticeship preferences, session feedback
- Safeguarding or support needs (only where relevant and with appropriate consent)

Parents & Carers

- Name and contact details (email, phone, postcode)
- Relationship to the young person
- Newsletter subscriptions or event registrations

Schools & Colleges

- Organisation details (name, address, website)

- Staff contact details (names, roles, emails, phone numbers)
- Information about the services and programmes accessed

Employers

- Company name, address, sector, website, social media links
- Named contacts (name, role, email, phone)
- Apprenticeship vacancies and opportunities

Training Providers, Colleges & Network Members

- Organisation information (name, address, website, Ofsted grade if applicable)
- Staff contact details (names, job titles, email, phone)
- Information on training provision, sectors, and geographic reach

Website Visitors

- Information you provide through contact forms, event bookings, or newsletter sign-up
- Technical data such as IP address, browser type, and website usage (via cookies and analytics)

2. Why we collect and use your data

We use personal data to:

- Deliver **apprenticeship awareness sessions** and resources to schools, parents and young people.
 - Connect young people and parents with local **employers and apprenticeship opportunities**.
 - Support schools, colleges, training providers and employers with **information, advice and networking**.
 - Send newsletters and updates (only with your consent).
 - Evaluate and report on the impact of our programmes (using anonymised data where possible).
 - Meet our **legal and safeguarding responsibilities**.
 - Administer membership of the WTPN network.
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3. Lawful basis for processing

We only collect and use personal data where we have a legal basis:

- **Consent** – when you opt in to receive newsletters, provide feedback, or register for events.
 - **Legitimate interests** – to deliver services you have requested, connect you with relevant opportunities, and improve our programmes.
 - **Legal obligation** – where we must share information to meet safeguarding duties or government reporting requirements.
 - **Contract** – where we deliver services under an agreement with your organisation (e.g. schools, employers, providers).
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4. How we store and protect your data

- Personal data is stored securely on encrypted, password-protected systems.
 - Access is limited to staff who need it for their role.
 - Data retention:
 - **Young people & parents** – normally kept up to **12 months after engagement** (unless you opt in to ongoing support or newsletters).
 - **Schools, employers & providers** – reviewed annually and removed after **two years of inactivity**.
 - **Network members** – retained while membership is active and up to **two years after it ends**.
 - We regularly review and delete data that is no longer needed.
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5. How we share data

We may share data:

- With **funders (e.g. Department for Education, West of England Combined Authority)** where required by contract or law (usually in anonymised form).
- With **training providers or employers**, but only with your explicit consent (e.g. to connect a young person to an apprenticeship vacancy).
- With trusted third-party service providers (e.g. IT or event platforms), who must keep your data secure and act only on our instructions.

- We never sell your personal data.
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6. Your rights

Under data protection law you have the right to:

- Ask for a copy of the information we hold about you.
- Correct information you believe is inaccurate.
- Request deletion of your data (where lawful).
- Object to or restrict how we use your data.
- Withdraw consent at any time (for newsletters or events).
- Make a complaint to the **Information Commissioner's Office (ICO)** if you are unhappy with how your data is handled: www.ico.org.uk

To exercise any of these rights, contact us at privacy@wtpn.org.uk

7. Website and cookies

- Our website is hosted by **Wix.com** (update this if you have changed provider).
 - We use **Google Analytics** (or your current analytics provider) to collect anonymous information about how people use our site.
 - Cookies help us improve the website. You can manage or disable cookies in your browser settings.
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8. Children and safeguarding

- We take the protection of young people's information seriously.
 - For children under 16, we will seek **parental or guardian consent** before collecting or using personal information.
 - We only share young people's details with schools, training providers or employers where it is safe, appropriate, and with consent.
 - We follow national safeguarding policies and the statutory guidance *Keeping Children Safe in Education*.
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