

WMC Training Ltd

Policy Information	Data Protection, Information Governance & UK GDPR Policy
Policy Owner	Senior Management Team
Approved By	Board of Governors
Version	1.0
Date Reviewed	01 May 2026
Review Date	01 May 2027
Applies To	Employees, workers, contractors, freelancers, learners, apprentices, employers, applicants and relevant third parties

1. Purpose and status of this policy

WMC Training Ltd is committed to protecting personal data and handling information lawfully, fairly, securely and transparently. This policy sets out how WMC Training collects, uses, shares, stores, retains and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and applicable UK data protection legislation.

This policy has been prepared for a regulated apprenticeship training provider operating in England. It is designed to reflect WMC Training's obligations as a provider that processes learner, apprentice, employer, staff, safeguarding, funding and audit evidence in connection with Department for Education (DfE), Education and Skills Funding Agency (ESFA), Ofsted, awarding organisation and end-point assessment requirements.

This policy does not form part of any contract of employment or learner agreement. WMC Training may update this policy at any time to reflect changes in law, DfE/ESFA funding rules, Ofsted expectations, technology, systems or business operations.

2. Scope

This policy applies to all personal data processed by WMC Training, including data relating to:

- employees, workers, directors, consultants, freelancers and contractors;
- current, prospective and former learners and apprentices;
- learner applicants and apprenticeship applicants;
- employers, employer contacts, workplace mentors and line managers;
- parents, guardians, emergency contacts and next of kin where applicable;
- subcontractors, delivery partners, professional advisers and service providers;
- visitors, website users and individuals who contact WMC Training.

This policy applies to data held in electronic systems, learner management systems, email, cloud storage, HR files, finance systems, audit files, paper records, communications systems and any other WMC Training-controlled environment.

3. WMC Training's role as data controller

WMC Training will usually act as a data controller when it decides why and how personal data is processed for apprenticeship delivery, learner management, employer engagement, staff administration, funding compliance and business operations. In some cases, WMC Training may act as a processor or joint controller depending on the specific contractual and operational arrangements. Where roles are unclear, WMC Training will assess and document the correct relationship.

4. Data protection principles

WMC Training will comply with the UK GDPR principles. Personal data must be:

- processed lawfully, fairly and transparently;
- collected for specified, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary;
- accurate and, where necessary, kept up to date;
- kept in identifiable form only for as long as necessary, subject to apprenticeship funding, audit, safeguarding, legal and regulatory retention requirements;
- processed securely using appropriate technical and organisational measures;
- handled in a way that allows WMC Training to demonstrate accountability.

5. Categories of personal data processed

WMC Training may process the following categories of personal data, depending on the relationship and purpose:

- identity and contact details, including name, title, address, phone number, email address and date of birth;
- learner reference information, apprenticeship records, learning aim data, ILR-related data, prior learning, achievement records, attendance, progress, reviews, off-the-job training evidence and gateway evidence;
- employment and workplace information relevant to apprenticeship eligibility, including employer details, workplace location, working hours, employment status, job role and mentor/manager details;
- funding, eligibility and audit evidence required under applicable apprenticeship funding rules and DfE/ESFA assurance processes;
- English and maths evidence, functional skills evidence, initial assessment, diagnostics and learning support records;
- Additional Learning Needs, reasonable adjustments, welfare, safeguarding and support information where necessary;
- right to work, DBS, recruitment, HR, payroll, pension, absence, disciplinary, grievance, performance and training records for staff and contractors;
- finance, payment, invoicing, employer contribution, co-investment and reconciliation information;
- IT usage, system access, device, login, email, communications and security monitoring information;
- photographs, video, CCTV or recorded meeting information where used lawfully and proportionately.

6. Special category data and criminal offence data

WMC Training may process special category data where a lawful basis and additional UK GDPR condition applies. This may include health, disability, ethnicity, religious belief, trade union membership or safeguarding-related information. Such data will only be processed where necessary and proportionate, including for:

- safeguarding and learner welfare;
- reasonable adjustments and Additional Learning Needs support;
- occupational health, sickness absence and fitness to work;
- equal opportunities monitoring;
- legal, regulatory, audit, employment or funding obligations.

WMC Training may process criminal offence data, including DBS information, where legally permitted, necessary and supported by appropriate safeguards. Access to such information is restricted to authorised personnel with a legitimate need to know.

7. Lawful bases for processing

WMC Training will process personal data only where a lawful basis applies. Depending on the context, lawful bases may include:

- performance of a contract with a learner, apprentice, employer, worker, contractor or supplier;
- compliance with legal obligations, including employment, tax, safeguarding, health and safety, education, funding, audit and regulatory obligations;
- legitimate interests, including apprenticeship delivery, learner support, quality assurance, employer relationship management, fraud prevention, systems security, business management and corporate transactions;
- public task or public interest functions where applicable to publicly funded education and training delivery;
- vital interests, where necessary to protect life or safety;
- consent, where specifically required and appropriate.

Where consent is used, individuals may withdraw consent at any time. Withdrawal will not affect processing carried out before withdrawal or processing based on another lawful basis.

8. Apprenticeship, DfE/ESFA, Ofsted and funding compliance purposes

As an apprenticeship training provider, WMC Training processes personal data for sector-specific purposes including:

- assessing eligibility for apprenticeship funding and programme entry;
- enrolling learners and apprentices and maintaining learner records;
- submitting and maintaining Individualised Learner Record (ILR) data and related funding returns;
- evidencing apprenticeship participation, progress, off-the-job training, English and maths, learning support and gateway readiness;
- supporting achievement, completion, end-point assessment and quality assurance;
- meeting DfE/ESFA apprenticeship funding rules and assurance requirements applicable to each apprentice based on their start date;
- supporting Ofsted inspection, quality monitoring, safeguarding and learner welfare obligations;
- supporting awarding organisation, end-point assessment organisation and external verifier requirements;
- responding to audits, investigations, compliance reviews, complaints, appeals and funding assurance activity.

WMC Training recognises that different apprenticeship funding rules apply to different start dates and will retain and process evidence in accordance with the rules that apply to each learner/apprentice and any current DfE/ESFA funding conditions or contractual requirements.

9. Individualised Learner Record (ILR) and funding data

WMC Training collects and maintains learner and apprenticeship data required for ILR and funding returns. This may include personal, programme, employer, learning aim, funding, progression, achievement and destination information. WMC Training will take reasonable steps to ensure ILR and funding data is accurate, timely, evidenced and consistent with underlying learner records.

Learner and funding data may be shared with DfE, ESFA or their successor bodies, Ofsted, awarding organisations, end-point assessment organisations, auditors and other authorised bodies where required for funding, assurance, inspection, statutory, contractual or regulatory purposes.

10. Safeguarding, welfare and learner support information

WMC Training may process safeguarding, welfare, health, Additional Learning Needs and support information where necessary to protect learners, meet safeguarding obligations, provide reasonable adjustments, support participation and achievement, and comply with apprenticeship and education-sector requirements. Safeguarding information will be handled with enhanced confidentiality, restricted access and appropriate escalation procedures.

11. Data sharing

WMC Training may share personal data where lawful and necessary with:

- DfE, ESFA or successor funding bodies;
- Ofsted and other regulators or inspectors;
- awarding organisations and end-point assessment organisations;
- employers, workplace mentors and line managers where relevant to apprenticeship delivery;
- auditors, professional advisers, legal advisers, insurers and corporate finance advisers;
- payroll, HR, finance, IT, cloud, learner management, e-portfolio, CRM, communications and marketing service providers;
- safeguarding bodies, local authorities, emergency services or other agencies where necessary for safeguarding or welfare;
- prospective purchasers, investors or funders in connection with a proposed business sale, restructuring, investment or due diligence process, subject to appropriate confidentiality and data protection safeguards.

Personal data will only be shared where there is a lawful basis, a clear purpose and appropriate safeguards.

12. Third-party processors and Article 28 agreements

Where WMC Training appoints third-party processors to process personal data on its behalf, WMC Training will ensure that appropriate written agreements are in place in accordance with Article 28 of the UK GDPR. These agreements must include appropriate obligations relating to:

- processing only on WMC Training's documented instructions;
- confidentiality;
- technical and organisational security measures;
- sub-processing controls;
- assistance with data subject rights;
- assistance with security, breach notification and data protection impact obligations;
- return or deletion of personal data at the end of the service, subject to lawful retention requirements;
- audit, inspection or assurance rights where appropriate.

WMC Training will maintain reasonable oversight of key processors, including through a processor register, supplier due diligence and periodic review of contractual and data protection arrangements.

13. International data transfers

WMC Training's core operations are UK-based. However, certain third-party technology, cloud, software, support or professional service providers may process or access personal data outside the United Kingdom or European Economic Area.

Where restricted international transfers occur, WMC Training will ensure that an appropriate UK GDPR transfer mechanism is in place. This may include UK adequacy regulations, the UK International Data Transfer Agreement (IDTA), the UK Addendum to the EU Standard Contractual Clauses, UK Binding Corporate Rules or another lawful mechanism recognised under UK data protection law. Where required, WMC Training will consider transfer risk and maintain appropriate records of the safeguard used.

14. Automated decision-making and profiling

WMC Training does not currently undertake solely automated decision-making or profiling which produces legal effects concerning individuals or similarly significantly affects them.

Technology may be used to support administration, reporting, monitoring, quality assurance and learner management. Any material decision affecting a learner, employee, contractor or applicant will include appropriate human review where required. If WMC Training introduces solely automated decision-making in the future, it will update the relevant privacy information and implement safeguards in accordance with the UK GDPR.

15. Data security

WMC Training applies technical and organisational measures appropriate to the nature of the personal data processed and the risks involved. These measures may include:

- role-based access controls and user permissions;
- password controls and multi-factor authentication where appropriate;
- endpoint management and secure configuration of company devices;
- secure cloud services and controlled file sharing;
- anti-malware, patching and monitoring measures;
- staff awareness, training and acceptable use requirements;
- confidentiality obligations for employees, workers, contractors and freelancers;
- secure disposal and deletion processes;
- incident response and breach escalation procedures.

Access to personal data is limited to individuals who require it for legitimate business, educational, safeguarding, regulatory or operational purposes.

16. Personal data breaches

WMC Training maintains procedures for identifying, reporting, investigating, managing and documenting personal data breaches. Suspected breaches must be reported promptly to the Data Protection Lead or senior management.

Where legally required, WMC Training will notify the Information Commissioner's Office (ICO) and affected individuals within applicable statutory timescales. WMC Training will maintain a record of personal data breaches, including decisions on whether notification was required.

As at the date of this policy, WMC Training is not aware of any material personal data breaches in the previous six years that required notification to the ICO or resulted in regulatory enforcement action. This statement should be reviewed and confirmed by senior management as part of each policy review and before formal disclosure in any due diligence process.

17. Data retention and apprenticeship evidence retention

WMC Training will retain personal data only for as long as necessary for the purpose for which it was collected, unless a longer period is required or justified by law, contract, DfE/ESFA funding rules, funding conditions, audit requirements, safeguarding obligations, regulatory requirements, insurance requirements or legitimate business need.

For apprenticeship delivery, WMC Training may be required to retain learner, employer, funding and audit evidence for at least six years after the relevant funding agreement period or longer where required by the applicable funding rules, audit requirements, legal claims, safeguarding obligations or regulatory requirements. This may include ILR evidence, eligibility evidence, training plans, learning support evidence, off-the-job training records, progress reviews, employer evidence, gateway evidence, achievement evidence, English and maths evidence, financial evidence and employer contribution/co-investment evidence.

WMC Training will maintain a retention schedule that identifies key record types and retention periods. At the end of the applicable retention period, personal data will be securely deleted, destroyed or anonymised unless continued retention is lawful and necessary.

18. Accuracy, records and audit readiness

WMC Training will take reasonable steps to ensure personal data is accurate, complete and kept up to date. Learners, apprentices, employers, staff and contractors should inform WMC Training of relevant changes to their personal data.

Because WMC Training operates in a publicly funded education and training environment, data accuracy is also a funding, audit and quality assurance requirement.

WMC Training will maintain records in a way that supports internal review, external audit, Ofsted inspection, funding assurance and compliance monitoring.

19. Individual rights

Individuals have rights under the UK GDPR, subject to legal limitations and exemptions. These may include the right to:

- access personal data;
- rectify inaccurate personal data;
- request erasure;
- restrict processing;
- object to processing;
- request data portability;
- withdraw consent where consent is relied upon;
- raise a complaint with the ICO.

Requests should be submitted to the Data Protection Lead via WMC Training's official contact channels. WMC Training may request information to verify identity before responding. Requests will be handled within applicable statutory timescales.

Some rights may be limited where WMC Training is required to retain or process information for legal, safeguarding, funding, audit, regulatory or contractual reasons.

20. Data protection impact assessments and privacy by design

WMC Training will consider whether a Data Protection Impact Assessment (DPIA) is required where new processing is likely to result in a high risk to individuals. This may include new systems, significant technology changes, new monitoring arrangements, new AI or automated processing, new large-scale special category processing, or material changes to learner data processing.

21. Staff, contractor and freelancer obligations

All staff, workers, contractors and freelancers must handle personal data lawfully, confidentially and securely. They must only access personal data where required for their role, must not disclose personal data without authority and must follow WMC Training policies, procedures and instructions.

Where WMC Training requires work to be carried out on WMC Training equipment or controlled systems for security or Cyber Essentials purposes, staff, contractors and freelancers must comply with that requirement.

22. Governance, accountability and review

WMC Training's senior management team is responsible for ensuring that appropriate data protection governance, controls and resources are in place. The Data Protection Lead is responsible for day-to-day coordination of data protection queries, rights requests, breach escalation, processor oversight and policy review.

This policy will be reviewed annually, or earlier where required by changes in law, DfE/ESFA rules, Ofsted expectations, systems, suppliers, business operations, audit findings or due diligence requirements.

Appendix 1 - Sector-specific processor and data-sharing register fields

WMC Training should maintain a processor and data-sharing register including, where applicable:

- supplier or recipient name;
- controller/processor/joint controller status;
- purpose of processing;
- categories of data subjects and data;
- special category or criminal offence data involved;
- system/location of processing;
- UK GDPR Article 28 agreement or data-sharing agreement status;
- international transfer position and safeguard;
- retention/deletion arrangements;
- security controls and access permissions;
- date reviewed and owner.

Appendix 2 - Indicative apprenticeship-related record categories

The retention schedule should specifically consider the following categories:

- learner application and enrolment records;
- eligibility and residency evidence;
- employment and workplace evidence;
- apprenticeship agreement and training plan records;
- ILR evidence and funding returns;
- off-the-job training evidence;
- progress reviews and learner/employer communications;
- English and maths evidence;
- Additional Learning Needs and learning support evidence;
- safeguarding and welfare records;
- gateway and completion evidence;
- EPAO and awarding organisation records;
- financial evidence, co-investment and employer contribution records;
- withdrawal, break in learning, change of circumstance and achievement evidence;
- audit and funding assurance correspondence.

Appendix 3 - Source alignment note

This policy has been aligned to the following source areas and legal/regulatory expectations as at May 2026:

- UK General Data Protection Regulation and Data Protection Act 2018 requirements, including controller/processor obligations, individual rights, security, retention and accountability;
- ICO guidance on international transfers, including the UK International Data Transfer Agreement and UK Addendum to EU Standard Contractual Clauses;
- UK public-sector data protection contracting guidance confirming Article 28 UK GDPR requirements for controller-processor contracts;
- DfE/DWP apprenticeship funding rules 2025 to 2026, including the requirement to follow the funding rules applicable to each apprentice according to start date;
- DfE draft apprenticeship funding rules 2026 to 2027, pending final publication, including the stated applicability to starts on or after 1 August 2026 and continuing rule changes for existing learners where specified;
- DfE education and skills funding conditions, including audit access and retention of records for at least six years after the agreement period, subject to longer funding-rule requirements;
- Individualised Learner Record (ILR) specification and data collection requirements for the further education and skills sector.

Important note: this policy is intended to support legal and buyer diligence review. It should be reviewed and approved by WMC Training's legal advisers before final adoption or circulation as a formal