

## Privacy Policy

t2 group is strongly committed to protecting personal data. This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

### Topics:

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### Why do we process data?

We will process data in line with one of the six legal bases for doing so

- Consent
- Contract
- Legal Obligation
- Vital Interests
- Public Interest
- Legitimate interest

Reviewed by: People Team  
Next review: September 2025

**What information do we collect about you?**

We collect information about you when you start an apprenticeship or make an application for employment with us. We also collect information when you voluntarily complete customer surveys, provide feedback and participate in competitions. Website usage information is collected using cookies.

When signing an apprenticeship agreement with t2 group, you will be provided with a privacy notice at enrolment which explains the reasons and basis for the data we capture and our obligations to retain it for the period specified by the relevant funding contract. If you are an existing learner, the privacy statement that you signed will be held within your enrolment paperwork.

We may also collect information about you where it is available from public sources. For example, if you have a profile online, we may combine that type of information with the information you provide to us directly.

**How will we use the information about you?**

We collect information about you to process your application, manage your apprenticeship and, if you agree, to contact you about further training and services we think may be of interest to you.

t2 group will not share your information for marketing purposes. Access to your personal data is only provided to our staff when it is being processed. We may need to provide your personal data to third parties who may include Government agencies and Awarding Bodies in order to obtain funding and accreditation on your behalf. We may also review your data for GDPR compliance on a periodic basis with specialist third parties.

The data held for employees can relate to various bases:

- Annual Leave, family-friendly pay, sick pay etc) – Legal obligation
- Payroll, attendance monitoring – contractual obligation
- Performance, investigations etc – legitimate interest

**Marketing**

We would like to send you information about our apprenticeships/training and other companies in our group which may be of interest to you. If you have consented to receive marketing, you may opt-out at a later date. You have a right at any time to stop us from contacting you for marketing purposes or giving your information to other members of the t2 group. We may use licensed third parties to provide us with regulated personal data for sales and marketing purposes.

If you no longer wish to be contacted for marketing purposes, please email [marketing@t2group.co.uk](mailto:marketing@t2group.co.uk) or use the unsubscribe link.

**Retention Periods**

We will keep the information held on you until you tell us not to, or in line with your consent provided.

**Employee Data**

If an employee leaves the company, their data will be retained in line with the statutory retention periods. Employee files are archived on a regular basis with our specialist provider. Archived Employee files can be accessed by request.

**Learner Data**

Your data will be held until the relevant Government funding body gives us permission to delete it. Any variances to this will be expressly agreed with you.

**Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all your personal information, please email or write to us using the details provided below.

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Next review: September 2025

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

You may be able to request the deletion or removal of personal data where there is no compelling reason for its continued processing. However, this is not an absolute or automatic right as it has a considerable impact upon many different learner interactions, governance and reporting. There may also be other contractual, business or legal reasons why the information cannot be immediately deleted. You will be provided with the reasons if your request for information to be deleted is denied.

### **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

### **Websites**

Our website contains links to other websites within t2 group. This privacy policy applies to all websites within t2 group.

### **Changes to our privacy policy**

We keep our privacy policy under regular review, and we will place any updates on our website.

Reviewed by: People Team  
Next review: September 2025



### How to contact us

Please contact us if you have any questions or concerns about our privacy policy or any information, we hold about you:

- by email at [dataprotection@t2group.co.uk](mailto:dataprotection@t2group.co.uk)
- or write to us at t2 group, Fern House, Unit 1, Links Court, Fortran Road, St. Mellons, CARDIFF CF3 0LT