VERSION NO:	TITLE:	ISSUE DATE:
1.0	Data Protection & Privacy Policy	01/08/2026
PLANNED REVIEW:	**PREPARED BY:**	**PLANNED REVIEW DATE:**
Annual	Andy Murphy, CEO	01/08/2027

Purpose and Scope

This policy sets out how PEAK collects, uses, stores and protects personal data belonging to learners, employers, staff and other contacts, in line with UK GDPR and the Data Protection Act 2018. It applies to all staff, contractors and systems that process personal data on PEAK's behalf.

What we collect and why

PEAK processes personal data to deliver apprenticeship training, meet its funding and regulatory obligations, and run its business. This includes contact and enrolment details, attendance and progress records, assessment outcomes, and, where relevant, special category data such as safeguarding or additional needs information.

PEAK relies on the lawful bases of contract and legal obligation to process the data needed to deliver and evidence funded training, and on consent where data is used for optional purposes such as marketing communications.

Sharing data

PEAK shares data with the organisations it must report to or work with in order to deliver apprenticeships, including the Department for Education, awarding organisations and End-Point Assessment Organisations, Ofsted, and PEAK's learning management systems. Data is shared only where there is a lawful basis to do so and only to the extent necessary.

Retention

Personal data is kept for as long as necessary to deliver the programme, meet PEAK's audit and funding evidence obligations to the Department for Education, and comply with other legal requirements, and is deleted or anonymised when no longer needed. Current retention periods are set out in PEAK's data retention schedule.

Your rights

Individuals have the right to ask for access to, correction of, or in some circumstances erasure of, their personal data, and the right to object to certain processing. Requests should be made to PEAK's Data Protection Lead, Andy Murphy, CEO (andy@peakapprenticeships.co.uk). Some rights are limited where PEAK is required to retain funding or safeguarding records by law.

Anyone who is unhappy with how their data has been handled can complain to the Information Commissioner's Office (ICO).

Keeping data secure and reporting breaches

PEAK uses appropriate technical and organisational measures to protect personal data. Any suspected data breach must be reported to the Data Protection Lead, Andy Murphy, CEO (andy@peakapprenticeships.co.uk), immediately. Where a breach poses a risk to individuals' rights and freedoms, it will be reported to the ICO within 72 hours of PEAK becoming aware of it, in line with UK GDPR.

Website privacy notice

How PEAK handles data collected through peakapprenticeships.co.uk, including enquiry forms and the AI opportunity diagnostic, is set out separately in the website's published privacy notice.

Monitoring and Review

This policy is reviewed annually and whenever data protection legislation or guidance changes materially.