

BPIF
TRAINING

PRIVACY **NOTICE**

BPIF TRAINING LIMITED

Updated: July 2026

INTRODUCTION

BPIF Training Limited (“BPIF Training”, “we”, “our”, or “us”) is committed to protecting your privacy and ensuring that your personal data is handled securely, fairly and transparently.

This Privacy Notice explains how we collect, use, store and protect personal information when you:

- ◆ Visit our website
- ◆ Make an enquiry
- ◆ Apply for or participate in training programmes
- ◆ Engage with us as an employer, partner, supplier or stakeholder
- ◆ Sign up to receive marketing communications
- ◆ Use our online services

BPIF Training Limited is an independent company and operates separately from the British Printing Industries Federation (BPIF).

We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable data protection legislation.

By using our website, you acknowledge that you have read and understood this Privacy Notice.

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1 WHO WE ARE

BPIF Training Limited is the Data Controller for the personal information collected and processed through this website and in connection with our training and business activities.

BPIF Training Limited

Company Number: 06875770

Registered Office:

Unit 2, Villiers Court
Meriden Business Park
Cope Drive
Coventry
CV5 9RN

Telephone: 01676 526030

Website: www.bpiftraining.co.uk

2 WHAT THIS PRIVACY NOTICE COVERS

This Privacy Notice applies to all personal data collected through:

- ◆ www.bpiftraining.co.uk
- ◆ Online enquiry forms
- ◆ Learner enrolment processes
- ◆ Employer engagement activities
- ◆ Recruitment activities
- ◆ Events and webinars
- ◆ Email correspondence
- ◆ Surveys and feedback forms

Our website may contain links to third-party websites. We are not responsible for the content, privacy practices or security of external websites. We recommend that you read their privacy notices before submitting any personal information.

3 YOUR RIGHTS

Under UK GDPR you have the right to:

- ◆ Be informed about how your personal information is used
- ◆ Access the personal information we hold about you
- ◆ Request correction of inaccurate or incomplete information

- ◆ Request deletion of your personal information in certain circumstances
- ◆ Restrict the processing of your personal information
- ◆ Object to the processing of your personal information
- ◆ Request the transfer of your information to another organisation where applicable
- ◆ Withdraw consent where processing relies on consent
- ◆ Lodge a complaint with the Information Commissioner's Office (ICO)

BPIF Training does not use personal data for automated decision-making or profiling that produces legal or similarly significant effects.

4 WHAT INFORMATION WE COLLECT

Depending on your relationship with BPIF Training, we may collect and process the following information.

Personal information

- ◆ Name
- ◆ Date of birth
- ◆ Home address
- ◆ Email address
- ◆ Telephone number
- ◆ National Insurance Number
- ◆ Employment details
- ◆ Employer information
- ◆ Job title
- ◆ Curriculum vitae (CV)
- ◆ Qualifications and achievement records
- ◆ Apprentice and learner identifiers
- ◆ Attendance and engagement records

Special category data

Where required for training, safeguarding, funding or legal purposes, we may collect:

- ◆ Health information
- ◆ Learning support needs
- ◆ Disability information
- ◆ Equality and diversity information
- ◆ Ethnicity data

We only process special category data where the law permits and where appropriate safeguards are in place.

Technical information

When you use our website, we may collect:

- ◆ IP address
- ◆ Browser type and version
- ◆ Device information
- ◆ Operating system
- ◆ Website usage information
- ◆ Cookie data
- ◆ Website analytics information

5 HOW WE USE YOUR INFORMATION

We use personal information to:

- ◆ Deliver apprenticeship and training programmes
- ◆ Register learners with awarding organisations
- ◆ Arrange assessments and certifications
- ◆ Support learner progress and achievement
- ◆ Administer learner and employer accounts
- ◆ Respond to enquiries and requests
- ◆ Communicate with learners, employers and stakeholders
- ◆ Meet contractual obligations
- ◆ Support safeguarding activities
- ◆ Comply with legal and regulatory requirements
- ◆ Claim and manage government funding
- ◆ Carry out quality assurance activities
- ◆ Improve our services and website
- ◆ Manage recruitment processes
- ◆ Send marketing communications where lawful

We will only use personal information for the purposes for which it was collected, unless we reasonably consider another use to be compatible with the original purpose.

6 OUR LAWFUL BASIS FOR PROCESSING

We process personal data under one or more of the following lawful bases:

LAWFUL BASIS	WHEN WE RELY ON IT
Contract	Processing is necessary to fulfil a contract or take steps before entering into a contract.
Legal obligation	Processing is necessary to comply with legal or regulatory requirements.
Legitimate interests	Processing is necessary for our legitimate business interests, provided your rights are not overridden.
Consent	Where required, we will obtain and manage your consent appropriately.
Public task	Certain processing activities may be necessary in delivering publicly funded education and training services.

For special category data, we will rely on additional conditions permitted under UK GDPR and the Data Protection Act 2018.

7 HOW LONG WE KEEP INFORMATION

We retain personal information only for as long as necessary to fulfil the purposes for which it was collected.

Retention periods may vary depending on contractual, funding, legal and regulatory requirements. Typically:

- ◆ Learner records are retained in accordance with Department for Education, ESFA and funding requirements.
- ◆ Financial records are retained in accordance with statutory requirements.
- ◆ Recruitment records are normally retained for up to 12 months following completion of recruitment activities.
- ◆ Marketing records are retained until consent is withdrawn or the information is no longer required.

Where information is no longer required, it will be securely deleted or anonymised.

8 HOW WE STORE AND PROTECT INFORMATION

We take the security of personal information seriously and implement appropriate technical and organisational safeguards. These include:

- ◆ Secure website encryption (HTTPS)
- ◆ Access controls and user permissions
- ◆ Multi-factor authentication where appropriate

- ◆ Regular system updates and monitoring
- ◆ Secure cloud-based storage
- ◆ Staff data protection training
- ◆ Secure disposal processes
- ◆ Cyber security controls and assessments

We regularly review our security arrangements to maintain appropriate levels of protection.

9 WHO WE SHARE INFORMATION WITH

We only share personal information where necessary and lawful. Information may be shared with:

- | | |
|--|--|
| ◆ Department for Education (DfE) | ◆ Safeguarding agencies where required |
| ◆ Education and Skills Funding Agency (ESFA) | ◆ Professional advisers |
| ◆ Ofsted | ◆ Auditors and regulators |
| ◆ Awarding Organisations | ◆ Technology service providers |
| ◆ End Point Assessment Organisations | ◆ Payment and finance providers |
| ◆ Employers | |

Third-party providers are required to protect personal information and process it only in accordance with our instructions and applicable law.

We may also disclose information where required by law, court order or regulatory requirement.

10 INTERNATIONAL TRANSFERS

Most personal information is stored within the United Kingdom.

Where personal information is transferred outside the UK, we will ensure appropriate safeguards are in place in accordance with UK GDPR requirements.

11 MARKETING COMMUNICATIONS

We may provide updates regarding:

- ◆ Apprenticeship programmes
- ◆ Commercial training courses
- ◆ Industry events
- ◆ Webinars
- ◆ News and developments
- ◆ Employer services

Where required by law, marketing communications will only be sent with your consent.

You can unsubscribe at any time by:

- ◆ Clicking the unsubscribe link within emails
- ◆ Contacting us directly

Opting out of marketing communications will not affect service-related communications.

12 COOKIES

Our website uses cookies and similar technologies to:

- ◆ Ensure website functionality
- ◆ Remember user preferences
- ◆ Improve website performance
- ◆ Analyse website traffic and usage
- ◆ Support website security

Some cookies are strictly necessary for the operation of the website and cannot be switched off.

Non-essential cookies, including analytics and marketing cookies, will only be placed with your consent.

Further information can be found in our separate Cookies Policy.

13 EXERCISING YOUR RIGHTS

To exercise any of your rights or to make a request regarding your personal information, please contact:

Max Walkington

Operations Director

BPIF Training Limited

Email: training@bpif.training

Unit 2, Villiers Court

Meriden Business Park

Copse Drive

Coventry

CV5 9RN

We will normally respond within one month of receiving a valid request.

14 COMPLAINTS

If you are concerned about how we handle your personal information, please contact Max Walkington in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO). You can contact the ICO at ico.org.uk or on 0303 123 1113.

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

15 CHANGES TO THIS PRIVACY NOTICE

We may update this Privacy Notice from time to time to reflect changes in legal requirements, business operations or data processing activities.

Any updates will be published on this page and the revision date will be amended accordingly.

We encourage users to review this Privacy Notice periodically to ensure they remain informed about how their personal information is used and protected.

Data Controller	BPIF Training Limited (Company Number 06875770)
Contact for data protection	Max Walkington, Operations Director
Email	training@bpif.training
Last updated	July 2026

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YOUR DATA, HANDLED WITH CARE.

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