

Privacy policy

This privacy policy explains how Supplytrain CIC uses the personal information we collect when you:

- apply for jobs or opportunities through our services
- register your interest as an employer
- use any of our websites or branded services (including, but not limited to, T Level Gateway and Jobs Guarantee | Employer Portal)
- engage with us in relation to recruitment, training, or employment support.

Privacy summary

- We collect your information to help match people with jobs and support employers to recruit
- If you apply for a job, we will share your details with that employer so they can consider your application
- If you come to us through another service, they may have shared your details with us as part of that process
- We only share employer information with programme partners after an agreement is in place
- We do not sell your data, and we keep it secure
- You can ask us for a copy of your data or ask us to delete it at any time

What information do we collect?

We collect personal data in order to provide recruitment and employment support services.

Jobseekers and applicants

This may include:

- name, date of birth, and contact details
- National Insurance number
- address and proof of right to work in the UK
- CV, qualifications, and employment history
- application details and interview feedback
- communications with us (email, phone, SMS)
- support notes, mentoring notes, or employability assessments

In some cases, we may also collect:

- video recordings (e.g. mock interviews or mentoring sessions)
- information provided by referral partners (for example, Jobcentre Plus or programme delivery partners)

Employers and business contacts

If you register interest to work with us or use our services, we may collect:

- name, email address, and phone number
- company information
- vacancy details
- communications with us
- feedback on candidates or placements

Website usage

Across all our websites (including branded programme sites), we may collect:

- IP address and browser information
- pages visited and time spent on site
- cookie and analytics data

How we use your personal data

We use your data to:

Provide recruitment and employment services

- match candidates with suitable opportunities
- share applications with employers
- manage recruitment processes
- support candidates before and during employment

Support programme delivery

- work with partners delivering funded programmes
- coordinate recruitment and support activity
- monitor outcomes and performance

Where programmes involve partner organisations, we will clearly explain how your data will be used and seek consent where appropriate.

Communicate with you

- send job alerts, updates, and relevant opportunities
- respond to enquiries
- provide service-related information

Improve our services

- understand how users interact with our websites
- improve user experience and marketing

Legal basis for processing

We rely on the following legal grounds to process your personal data:

- **Legitimate interests** – running our organisation and providing recruitment and employer engagement services
- **Contract** – where we need to process your data to provide services to you or enter into an agreement
- **Legal obligation** – where we are required to comply with legal or regulatory requirements (for example, right to work checks)
- **Consent** – where required (for example, for certain marketing communications or recordings)

You can withdraw your consent at any time.

Sharing your data

With employers

If you apply for a role, we will share relevant personal data with employers to support your application. This may include your CV, application details, and supporting notes.

With programme partners (e.g. Jobs Guarantee)

We work with a range of delivery partners, including training providers and organisations delivering government-funded programmes.

For jobseekers and applicants

If you have been referred to us by another organisation (for example, Jobcentre Plus or a programme delivery partner), your personal data may be shared with us by that organisation in line with the agreement you have already made with them.

We will use that information to support your application and participation in relevant opportunities.

For employers

Where you are engaging with a specific programme (such as Jobs Guarantee), we may share relevant information about your organisation and vacancies with programme partners where necessary to deliver the programme.

This will take place after you have entered into a separate agreement with us or the programme, which will set out how your data is used and shared.

We will not share your data with programme partners for this purpose before that point, unless we are required to do so by law or as part of our legal or regulatory obligations.

Your rights

You have the right to:

- access the personal data we hold about you (including the right to request a copy)
- request correction of inaccurate or incomplete data
- request deletion of your data
- object to or restrict how your data is used
- withdraw consent where we rely on it

To exercise your rights, please contact us at: hello@supplytrain.co.uk

We may need to verify your identity before responding to your request.. This

Cookies

Cookies are text files placed on your device to collect standard internet log and visitor behaviour information.

We use cookies to:

- track how our websites are used
- improve functionality and user experience
- support marketing and advertising

For more information, visit www.aboutcookies.org or optout.networkadvertising.org

Changes to this policy

We keep this privacy policy under regular review and may update it to reflect changes in our services or legal requirements. *Last updated: April 2026*



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