

Privacy Policy for Seed Skills Ltd

Effective Date: 25th April 2025

Welcome to Seed Skills!

We are committed to protecting and respecting your privacy. This policy explains how we collect, use, and protect your personal information when you visit our website (www.seed-skills.com) or engage with our services.

Who We Are

Seed Skills Ltd is a UK-based apprenticeship provider delivering high-quality, inclusive training programmes.

Our registered office address is:

Seed Skills Ltd

1 Papal Cross Close, Liverpool, L25 7BF

Seed Skills Ltd is the data controller for the purposes of this policy.

What Information We Collect

We may collect and process the following types of personal data:

- **Identity Data** (e.g., your name, title, date of birth)
- **Contact Data** (e.g., email address, phone number, postal address)
- **Professional Data** (e.g., job title, employer information)
- **Usage Data** (e.g., how you use our website, IP address, browser type)
- **Marketing and Communications Data** (e.g., your preferences for receiving communications)
- **Special Category Data** (e.g., ethnicity, health or disability information, where necessary and with your explicit consent)

We do not knowingly collect data relating to children through our website.

How We Collect Your Data

We collect data in the following ways:

- When you fill out forms on our website
- When you correspond with us by email, phone, or otherwise
- When you subscribe to our newsletters, events, or services
- Through automated technologies like cookies and server logs

How We Use Your Data

We use your data to:

- Provide and improve our apprenticeship programmes and services
- Respond to your enquiries
- Manage applications, learner records, and apprenticeship funding
- Send relevant updates, newsletters, or marketing (only if you opt in)
- Comply with legal and regulatory obligations

We always make sure our use of your data is lawful, fair, and transparent.

Legal Basis for Processing

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

- Your **consent** (e.g., for marketing communications)
- Performance of a **contract** with you
- **Compliance** with a legal obligation
- **Legitimate interests** (e.g., improving our services)

Sharing Your Data

We may share your personal data with:

- Government bodies such as the Department for Education (DfE) where necessary for funding and compliance
- Apprenticeship employers (where relevant to your apprenticeship)
- Service providers who support our website and business operations (e.g., IT services)
- Professional advisors (e.g., legal, compliance, insurance)

We will never sell your data to third parties.

International Data Transfers

All personal data is processed within the UK or the European Economic Area (EEA). If we need to transfer your data outside of the UK/EEA, we will ensure appropriate safeguards are in place.

Data Security

We take your data security seriously.

We have put in place appropriate technical and organisational measures to prevent

your personal data from being accidentally lost, accessed, altered, or disclosed without authorisation.

How Long We Keep Your Data

We will retain your personal data only for as long as necessary to fulfil the purposes we collected it for, including legal, accounting, or regulatory requirements.

Your Rights

Under the UK GDPR, you have the right to:

- Access the personal data we hold about you
- Request correction of your data
- Request erasure of your data
- Object to our use of your data
- Request restriction of processing
- Request transfer of your data
- Withdraw consent (where we rely on it)

To exercise any of these rights, please contact us at **info@seed-skills.com**.

If you are unhappy with how we handle your data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk.

“We engage carefully selected third-party partners and service providers who process personal data on our behalf in compliance with GDPR. From time to time, we appoint digital marketing agencies to conduct outreach and marketing activities on our behalf. As part of these activities, personal data may be processed in accordance with applicable data protection laws. Our appointed data processors include:

(i)Prospect Global Ltd (trading as Sopro) Reg. UK Co. 09648733. You can contact Sopro and view their privacy policy here: <http://sopro.io>. Sopro is registered with the ICO Reg: ZA346877. Their Data Protection Officer can be emailed at: dpo@sopro.io“

Cookies

We use cookies and similar technologies to improve your browsing experience. For more information, please see our Cookie Policy.

Changes to This Policy

We may update this Privacy Policy from time to time.
Please check this page periodically to stay informed of any changes.

Contact Us

If you have any questions about this Privacy Policy or how we handle your data, please contact:

Seed Skills Ltd

Email: **info@seed-skills.com**

Address: **1 Papal Cross Close, Liverpool, L25 7BF**