**Privacy**

**How we use your personal information**

This privacy notice explains how we use your personal information. For the purposes of relevant data protection legislation, the GMLPN is the data controller for personal information processed.

We use your personal information so the GMLPN can carry out the functions of the **Increasing Apprenticeship Opportunities for Autistic People** project and for no other purpose.

When you complete the Expression of Interest (EOI) form, the personal information you give us will be used:

* So that you can participate in training programme
* To refer you to training providers, employers and other project stakeholders who provide additional support
* For administration and research purposes

**How long we hold your data**

We will retain your information for duration of your time on the project. If you do not continue with the project we will hold your information for a maximum of 30 days.

**Who we share your personal information with**

To enable the successful delivery of programme your information will be shared with your referral agency, selected training providers, selected employers and other relevant stakeholders who may provide additional support.

**Your individual rights**

The law gives you certain rights with regards to your data, including:

* request a copy of any personal information that we hold.
* question any information we have about you that you think is wrong or incomplete. You can contact us and ask for personal information to be corrected.
* ask for your information to be deleted, although you would be unable to proceed with the project as the information is vital to its success

You can request any of the above by contacting Matthew Leigh by emailing [matthew.l@gmlpn.co.uk](mailto:matthew.l@gmlpn.co.uk)

**How to complain**

Please let us know if you are unhappy with how we have used your personal information.

You can contact us by by contacting Matthew Leigh by emailing [matthew.l@gmlpn.co.uk](mailto:matthew.l@gmlpn.co.uk) or

by writing to:

GMLPN

c/o Mantra Learning

Greengate

Middleton

Manchester

M24 1RU

You also have the right to complain to the Information Commissioner’s Office. Find out on their website how to [report a concern](https://ico.org.uk/concerns/).