

Privacy Policy and Privacy Notice

Website, applications, learners and related services

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Organisation	Roman Training & Jobs is a trading name of Roman Education & Careers Ltd (Company No. 15920257)
Effective / last updated	13 September 2026
Website	https://romantrainingandjobs.co.uk/

1. Who controls your personal information

Roman Education & Careers Ltd, trading as Roman Training & Jobs, is the controller of personal information covered by this notice unless we clearly tell you that another organisation is the controller for a particular activity. Our registered office is C/O TPMG Group Services Ltd, Cardinal Point, Park Road, Rickmansworth, Hertfordshire, United Kingdom, WD3 1RE.

Where Roman delivers funded, commissioned, regulated, accredited or partner-supported provision, the relevant commissioner, funder, contracting authority, government body, college, awarding organisation, employer, referral partner or delivery partner may separately act as a controller for information it requires for its own lawful purposes. This notice explains Roman's processing; those organisations may provide their own privacy information as well.

2. Where this notice applies

- visiting romantrainingandjobs.co.uk and using website forms;
- enquiring about, applying for, booking or participating in any Roman course, programme or related service;
- eligibility checking, enrolment, initial assessment, individual learning planning, teaching, attendance, assessment/evidence, achievement and progression;
- learner support, SEND/inclusion and reasonable-adjustment arrangements;
- safeguarding, Prevent, health and safety, complaints and incident management;
- job, interview or employer-pathway activity connected with a Roman course; and
- communications, surveys, quality assurance, audit, reporting and service improvement.

3. Information we may collect

- identity and contact details, such as name, date of birth, address, email and telephone number;
- eligibility and funding information, including identity, age, address, residency or geographic eligibility and evidence required by the applicable programme, contract or funding rules;
- education, employment, unemployment, prior-learning, goals and progression information;
- attendance, participation, initial-assessment, learning-plan, assessment, achievement and destination records;
- accessibility, disability, health, SEND, language, literacy, digital-access or other support information where relevant;

- safeguarding, Prevent, welfare, incident or risk information where necessary;
- information about communications, complaints, feedback and consent choices;
- website technical data, including IP address, browser/device information, logs and cookie/storage choices; and
- information supplied by a referrer, employer, partner or public body where they are authorised to provide it and we have a lawful reason to use it.

4. Why we use personal information and our lawful bases

Activity	Purpose	Main lawful basis/bases
Enquiries and applications	Respond, check suitability, progress an application	Steps at your request before providing a service; legitimate interests in administering enquiries
Eligibility and enrolment for funded or commissioned provision	Check and evidence eligibility where required; enrol the learner; administer the relevant programme or service	Contract/service administration; legal or contractual funding obligations where applicable; legitimate interests in administering funded or commissioned provision lawfully
Teaching, attendance, assessment and achievement	Deliver and evidence learning; monitor progress and quality	Performance of the learner service; legitimate interests; legal/contractual obligations arising from funded provision where applicable
Funding, audit and reporting	Meet commissioner, audit, quality and public-funding requirements	Legal obligation where one applies; otherwise legitimate interests and performance of funded-service obligations
Reasonable adjustments and learner support	Remove barriers and provide inclusive access	Legal obligations under equality law and legitimate interests; for special-category data, an applicable Article 9/DPA 2018 condition or explicit consent where that is the appropriate condition
Safeguarding and Prevent	Protect children, adults at risk, learners, staff and the public; make referrals where necessary	Legal obligation, vital interests and/or legitimate interests as appropriate; relevant substantial-public-interest conditions for special-category/criminal-offence data where applicable

Activity	Purpose	Main lawful basis/bases
Employer/interview pathway	Prepare for or facilitate an employer opportunity	Learner request/service administration; legitimate interests; consent where genuinely optional
Website security and fraud prevention	Protect systems, users and public funds	Legitimate interests; legal obligations where applicable
Marketing	Send optional promotional communications	Consent where required by PECR; limited soft-opt-in or legitimate interests only where lawful
Non-essential cookies/storage	Analytics, preferences or other non-exempt purposes	Consent, except where a PECR exception applies

5. Special-category and criminal-offence information

Roman may sometimes need information about health, disability, ethnicity, religion, sexual orientation or other special-category information, or information relating to alleged criminal conduct, particularly for learner support, equality monitoring, safeguarding, Prevent or safety. We only use this where both an Article 6 lawful basis and an additional lawful condition under Article 9 UK GDPR and/or the Data Protection Act 2018 applies. Access is restricted to people who need the information for their role.

6. Who we may share information with

- commissioners, funders, contracting authorities, government bodies and authorised auditors where required for funded or commissioned learning administration, assurance, audit, performance, contract management or lawful reporting;
- education, awarding, assessment or quality bodies where relevant to the specific course;
- approved IT, CRM, form, email, hosting, document, learning or communications suppliers acting under appropriate data-protection terms;
- venue or delivery partners where they genuinely need limited information for safe and accessible delivery;
- employers or recruitment partners where an employment pathway applies and there is a lawful basis to share the relevant information;
- local authorities, police, emergency services, safeguarding partners, Prevent/Channel partners or regulators where sharing is necessary and lawful; and
- professional advisers, insurers or courts where necessary to establish, exercise or defend legal rights.

We do not sell personal information to advertisers.

7. Funded, commissioned and regulated training records

A learner on funded, commissioned or regulated provision should expect Roman to keep evidence showing, where applicable, that the learner was eligible, enrolled, genuinely participated, received the learning or support recorded, and achieved or progressed as reported. These records may be checked by an authorised commissioner, funder, contracting authority, awarding organisation, regulator or audit body. Roman will not create or retain evidence simply to inflate a funding claim or performance result and will correct inaccurate records when identified.

8. Information from other people

If a referrer, employer, partner or public body gives us personal information, we will use it only where we have a lawful reason and will provide privacy information where required. If you give us information about another person, you must be authorised to do so.

9. International transfers

Some technology suppliers may process information outside the United Kingdom. Where this happens, Roman will use a lawful transfer mechanism and appropriate safeguards and will assess the transfer as required by UK data-protection law.

10. How long we keep information

We keep personal information only for as long as necessary for the purpose for which it was collected, including any applicable contract, funding, awarding-organisation, regulatory, government, audit, safeguarding, insurance, tax, limitation or other legal-retention requirement. Different records therefore have different retention periods. Where an exact period cannot be stated in this public notice, the criteria used are the applicable contract or funding rule, legal or regulatory requirement, audit need, safeguarding need and the period during which a claim or complaint could reasonably arise.

11. Your data-protection rights

Depending on the circumstances, you may have the right to be informed, access your personal information, correct inaccurate information, request erasure or restriction, object to certain processing, receive certain information in a portable form, withdraw consent where consent is the basis, and obtain safeguards in relation to solely automated decisions where applicable. These rights are not absolute; for example, Roman may have to keep funded-learning or safeguarding records despite an erasure request.

To exercise a right, contact dpo@romantrainingandjobs.co.uk. We may need proportionate information to verify identity. There is normally no fee, although the law permits limited exceptions.

12. Complaints about data protection

Please contact Roman first at dpo@romantrainingandjobs.co.uk so that we can investigate. You also have the right to complain to the UK Information Commissioner. Roman will not penalise a learner for making a genuine privacy complaint.

13. Cookies and storage technologies

Our use of cookies, pixels, local storage and similar technologies is explained in the Cookies and Storage Technologies Policy. Non-exempt technologies are not to be activated before valid consent. The live Cookie Settings control should show the current technology/vendor inventory and allow choices to be changed.

14. Children and young people

Roman's services may be designed for adults, young people or mixed-age groups depending on the particular course, contract and eligibility rules. Where Roman handles a child's personal information, it applies enhanced safeguarding, transparency and data-minimisation controls and considers the ICO Children's Code where an online service is likely to be accessed by children.

15. Changes to this notice

We will update this notice when our processing, systems, suppliers, contractual or funding requirements, services or the law materially changes. Significant changes will be highlighted through an appropriate channel.

Contact and legal identity

Roman Training & Jobs is a trading name of Roman Education & Careers Ltd, a private limited company registered in England and Wales under company number 15920257.

Registered office: C/O TPMG Group Services Ltd, Cardinal Point, Park Road, Rickmansworth, Hertfordshire, United Kingdom, WD3 1RE.

Website: <https://romantrainingandjobs.co.uk/>

Telephone: 020 7060 4407

Data protection and privacy enquiries: dpo@romantrainingandjobs.co.uk

Safeguarding concerns: safeguarding@romantrainingandjobs.co.uk

General compliance enquiries: compliance@romantrainingandjobs.co.uk