



## PRIVACY NOTICE

<b>Data Controller</b>	The Department for the Economy
<b>ApprenticeshipsNI Contact</b>	Training Programmes Branch (DfE), 5th Floor, Adelaide House, Belfast, BT2 8FD <a href="mailto:apprenticeships@economy-ni.gov.uk">apprenticeships@economy-ni.gov.uk</a>
<b>Data Protection Officer Contact</b>	Data Protection Officer, Department for the Economy, Netherleigh, Massey Avenue, Belfast, BT4 2JP <a href="mailto:DPO@economy-ni.gov.uk">DPO@economy-ni.gov.uk</a>

The Department for the Economy (DfE) is one of nine government departments headed by Ministers of the Northern Ireland Executive. The Department's vision is a globally competitive economy, and its mission is to develop and implement agile policies and programmes which promote a competitive, sustainable and inclusive economy through investment in: skills; economic infrastructure; research and innovation; and, business development.

For the purposes of the new General Data Protection Regulation which comes into force on 25 May 2018, DfE is registered as a data controller for personal data processed by the Department and other third parties contracted to process data on our behalf. Our data protection registration can be viewed on the Information Commissioner's website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

### Who will use your information?

Whoever is delivering this privacy notice to you, will register and use your personal data. They will work for one of our contracted training organisations or a further education college and have permission to deliver training, therefore certain personal data is required to enable your registration on the programme. Your information is input to a system that is held and accessible by DfE and will be held by the organisation you are training with. The Department for Communities also use the system and can access your information if needed to, for social benefits purposes for example.

## **What information do we collect about you?**

We collect information about you when you register with us through one of our contracted training organisations, a further education college, or the Department's Careers Service.

The information collected will include your name, address, date of birth, contact details, and previous educational attainment, plus Section 75 data such as your religious background, political opinion, race, marital status, sexual orientation, gender, and if you have disability or dependents. Section 75 data is required by law for statistical and equality monitoring purposes. In addition, we will collect:

- Information about your initial assessment and induction on the programme.
- Information about your time on a programme including your progress/achievements.
- Information about any additional support that you may have availed of to fully participate in the programme including information about any disability.

Information on unemployment, homelessness is also collected, which is a requirement by the European Social Fund for statistical and monitoring purposes.

## **How will we use the information about you?**

We need your information:

- To determine your eligibility.
- To monitor your progress.
- To facilitate DfE's monitoring of Contractors' (training organisations, colleges, etc.) delivery and pay them for their work.
- To inform future programme changes.
- To contact you about issues directly related to your participation in training (e.g. changes that you need to be aware of, or a follow up survey)
- To prevent fraud.

We will use your personal data for these purposes only.

## **Who will have access to my information or who will you share it with?**

Only individuals with a specific need to access your information will be able to access it. These individuals will be within DfE or the training organisation/college that you are attending. Staff will have been made aware of the importance of protecting personal data; will be familiar with their organisation's security policy; and put its security procedures into practice. The Department for Communities use the same system and can access your information if needed to, for social benefits purposes for example.

There may be occasions where we are required to share your personal data with other third parties, however any such sharing will be subject to an assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of the data requested and the arrangements in place to share, store and handle the information.

### **Access to your information and correction**

Should you wish to access the information we hold on you, or have information we hold on you corrected/amended, please submit a request using the appropriate contact details provided below.

### **Changes to this privacy policy**

You will be notified if changes are made to this privacy policy.

### **How long we will keep your personal data**

We will only keep your data for as long as necessary to process in line with Department's Retention and Disposal Schedule, and in line with European Social Fund record retention requirements. It is a requirement of the European Social Fund that all records pertaining to the *ApprenticeshipsNI 2017* must be retained until 31 December 2030.

### **Changes to this privacy policy**

You will be notified if changes are made to this privacy policy.

### **How to contact us**

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the Department's Data Protection Officer at: [DPO@economy-ni.gov.uk](mailto:DPO@economy-ni.gov.uk).

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office. Further information about this process is available at: <https://ico.org.uk/concerns/handling/>