



## Higher Level Apprenticeship Privacy Notice

**Data Controller Name:** Department for the Economy  
**Address:** Adelaide House, Adelaide Street, Belfast BT2 8FD  
**Telephone:** 0300 200 7820  
**Email:** [higherlevelapprenticeships@economy-ni.gov.uk](mailto:higherlevelapprenticeships@economy-ni.gov.uk)

### Why are you processing my personal information?

Your personal information is being processed for the purposes of the Higher Level Apprenticeship programme. The collection of this data is necessary to fulfil the public function of the Department in relation to the Higher Level Apprenticeship programme in accordance with Article 6(1)(e) of the UK General Data Protection Regulation. This programme operates under the Employment and Training Act (Northern Ireland) 1950.

The Department and your training provider, who is contracted to us, use the personal data of participating apprentices to manage, monitor and report on the Higher Level Apprenticeship programme in order to:

- determine your eligibility for the programme;
- register you on a training provider's ICT system and enrol you on your chosen apprenticeship;
- monitor your progress;
- monitor the performance of Further Education Colleges and Higher Education Institutes and pay them for their work;
- inform future programme changes;
- 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)
- prevent fraud; and
- produce relevant statistics and research.

As you progress through the programme, details of your employment and academic achievements will be added to the record we hold about you, as well as any other changes of circumstances you inform your training provider and/or the Department about.

### **What categories of personal data are you processing?**

The following is processed: your contact details; other personal details (including signature, national insurance number, date of birth, gender, number of dependants, job title, job role and previous qualifications; information about your initial assessment and induction on the programme; and information about your progress and achievements on the programme

You will also be asked to provide sensitive personal data, which is categorised as special category data under the UK GDPR. This is required for equality monitoring purposes under Section 75 of the Northern Ireland Act 1998, and/or to satisfy the requirements of Commission Regulation (EU) No. 1304/2013. This includes information on:

- your racial or ethnic origin;
- whether you have a disability (and additional support needs if applicable);
- whether you are a migrant;
- your marital status;
- your sexual orientation;
- your religious affiliation;

We process your special category (personal) data under Article 9(2)(g) Reasons of substantial public interest - equality of opportunity or treatment.

If you need to take a break from the Higher Level Apprenticeship programme due to pregnancy, paternity leave, custodial sentence or care order, you may be required to provide further information about the reason for your absence in order to check your eligibility for an 'Enforced Interruption Period' and to agree a proposed return date.

If your apprenticeship involves a 'Regulated Activity', i.e. close and unsupervised contact with vulnerable groups including children, additional data may be required to allow your training provider to carry out appropriate disclosure and barring checks as defined by the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 and (as amended by the Protection of Freedoms Act 2012).

### **Where do you get my personal data from?**

You will provide your personal data to the training provider who has been approved by the Department to deliver directed training for the Higher Level Apprenticeship programme.

An enrolment form, an equality monitoring form and a personal training plan will be completed. The training provider will input your personal data from these forms on to a secure IT system. Access to this data is restricted to essential personnel only and is transferred via a secure network.

Additional information will be collected by your training provider throughout your participation on the programme, for example at regular reviews of your personal training plan, your progress against the qualifications you are studying, or when there are changes to your circumstances.

### **Do you share my personal data with anyone else?**

In order to facilitate and manage the Higher Level Apprenticeship programme, we will share data within the Department with those in roles in the management, administration, reporting, compliance monitoring, payment processing, and statistical analysis of the programme.

The training provider will also share information relating to reviews, progress and issues with your employer as part of your participation on the Higher Level Apprenticeship programme.

If you have a disability or medical condition and wish to avail of additional support to aid you in the completion of your apprenticeship, your data will be shared with disability support providers and with your tutor(s).

Your anonymised data may also be shared with the Northern Ireland Statistics and Research Agency for the purposes of statistics and research.

Your data may also be shared with Awarding Organisation in the event of queries about your qualifications and certificates.

We will only share your personal data with organisations or other Government Departments who have a legal right to the data; those whom the Department contract to process the data on our behalf; or where the Department is satisfied that we have a lawful basis to share the information. In all instances of sharing by the Department or its training providers, only what is necessary will be shared, and these will be documented including our decision-making.

### **Do you transfer my personal data to other countries?**

The data held by the Department and its training providers is not transferred outside the UK..

### **How long do you keep my personal data?**

Your personal data will be held in line with Department for Economy's Retention and Disposal Schedule. The table below outlines the retention timescales for each programme, including those receiving funding under the European Social Fund (ESF) 2014-20 programme.

<b>Programme</b>	<b>Retention Period</b>
HLA Pilots	7 years after the date of the last payment.
Non-ESF funded HLA Steady State Provision (Level 6 and above)	7 years after the date of the last payment.
ESF Funded HLA Steady State Provision (Levels 4 and 5)	31 December 2030 (for ESF purposes) or 7 years after the date of the last payment, whichever date is later.

### **What rights do I have?**

- You have the right to obtain confirmation that your data is being processed, and [access to your personal data](#)
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#)
- You have the right to [‘block’ or suppress processing](#) of personal data, in specific circumstances
- You have the right to [object to the processing](#), in specific circumstances

### **How do I complain if I am not happy with how my personal information is processed?**

If you are unhappy with how 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 remain unhappy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):**

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

<https://ico.org.uk/global/contact-us/>