



## 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 collected for the purposes of a Higher Level Apprenticeship opportunity, and the information collected may be utilised for a number of reasons including determining eligibility, monitoring progress, payment to training providers, informing future programme changes, to prevent fraud and to fulfil Departmental requirements as part of a European Social Fund supported programme where appropriate.

The Higher Level Apprenticeship programme operates under the Training and Employment Act NI (1950), with the information collected in line with Article 6 of the General Data Protection Regulation (GDPR). The information supplied is classed as a special category under GDPR, in the field of employment.

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

Under GDPR the information you supply is categorised as personal data and special category data. The types of personal data being processed include names, address, date of birth, gender, marital status, country of birth, student ID, and unique learner number. Special category data includes racial or ethnic origin, political opinion, religious beliefs and community background, physical or mental health or condition, and sexual orientation. All personal information will be shared via a secure network in line with GDPR procedures.

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

We collect information about you when you complete a participant enrolment form with one of the Higher Level Apprenticeship Training Providers. Access to this information is restricted to essential personnel only and is transferred via a secure network.

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

Only individuals or organisations with a specific need to utilise your information will be able to access it. These individuals will be within the Department for the Economy or the Training Provider that you are enrolling with. All parties are aware of the importance of protecting personal data and will be familiar with their organisation's security policy and will put their own security

procedures into practice. Your details will not be used for any other purposes other than that outlined above. The transfer of data is in full compliance of the GDPR and a Data Sharing Agreement is in place to ensure this.

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

Your personal details will not be shared outside of Northern Ireland.

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

For Higher Level Apprenticeships at Levels 4 and 5, which are part funded through the European Social Fund, all records related to supported expenditure must be retained until 31<sup>st</sup> December 2030, as per Article 38 of Council Regulation (EC) No 1303/2013.

For Higher Level Apprenticeships at Level 6 and 7, all financial records will be retained for seven years whilst non-financial related personal data for all HLA programmes will be destroyed in line with the Department's Retention and Disposal Schedule.

### **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 a right to have personal data [erased](#), in specific circumstances
- You have the right to ['block' or suppress processing](#) of personal data, in specific circumstances
- You have the right to [data portability](#), in specific circumstances
- You have the right to [object to the processing](#), in specific circumstances
- You have rights in relation to [automated decision making and profiling](#)

**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:

**Data Protection Officer:** Bernard McCaughan

**Email:** [DPO@economy-ni.gov.uk](mailto:DPO@economy-ni.gov.uk)

**Telephone number:** (028) 9052 9256

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

#### **Information Commissioner's Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

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