

## ANNEX 1:



**Data Controller Name:** Department for the Economy

**Address:** ApprenticeshipsNI, Apprenticeships Delivery & Performance Branch, 5<sup>th</sup> Floor, Adelaide House, 29-49 Adelaide Street, Belfast, BT2 8FD.

**Telephone:** 0300 200 7876

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

### Why are you processing my personal information?

**Your personal data is being collected for the purposes of the** ApprenticeshipsNI programme. The collection of this data is necessary to fulfil the public function of the Department in relation to the ApprenticeshipsNI programme and in line with Article 6 of the General Data Protection Regulation (GDPR). This programme operates under the Employment and Training Act (Northern Ireland) 1950.

Your personal information is being collected for the purposes of managing, monitoring and reporting on the ApprenticeshipsNI programme. The Department and its contracted training organisations must process the personal data of participating apprentices in order to:

- determine your eligibility for the programme
- register you on our ICT system and enrol you on your chosen apprenticeship framework
- monitor your progress
- monitor the performance of training contractors and pay them for their work
- pay your employer an incentive when you complete your framework
- 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
- produce relevant statistics and research

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

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

To help the Department meet all the requirements for the ApprenticeshipsNI programme and to ensure that it meets your needs, your training contractor must gather personal information from you on our behalf, which is categorised as personal data under GDPR, and includes:

- your contact details
- your signature
- your national insurance number
- your date of birth
- your job title and a description of your job role
- your gender
- the number of dependents you have
- information about your previous qualifications
- information about your initial assessment and induction on the programme
- information about your progress and achievements on the programme

We may also ask for sensitive personal data, which is categorised as special category data under 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 current political opinion
- your religious affiliation

If you need to take a break from ApprenticeshipsNI 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 Regulated Activity, i.e. close and unsupervised contact with vulnerable groups including children, additional data may be collected by your training contractor to allow them 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 a training contractor whom has been contracted by the Department to deliver directed training for the ApprenticeshipsNI programme.

An enrolment form, an equality monitoring form, a delivery agreement and a personal training plan will be completed. The training contractor will input your personal data from these forms on to a secure IT system which is accessed by Departmental staff.

Additional information will be collected by your training contractor 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 ApprenticeshipsNI programme, several branches within the Department will require access to your data, including those who have roles in the management, administration, reporting, compliance monitoring, payment processing, and statistical analysis of the programme.

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

Your 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 Organisations or UK NARIC in the event of queries about your qualifications and certificates.

The Department for Communities utilise the same Client Management System (CMS) IT system as the ApprenticeshipsNI team and can access your information if required, for example, for social benefits purposes/for access to previous training/programme information.

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

No. All of your information will be processed within the UK.

## How long do you keep my personal data?

All documents relating to the operation, implementation and financing of the ApprenticeshipsNI programme must be retained until 31 December 2030. Client records will be archived/removed from CMS, 7 years from the date of last payment/contact, and deleted 16 years after the date of last payment/contact with the Department.

We will ensure that your personal data is only retained for as long as necessary to process in line with the Department's Retention and Disposal Schedule and the requirements of EU Regulation No 1303/2013 governing retention of records for projects benefitting from the European Social Fund.

## (If you use automated decision making or profiling) - How do you use my personal data to make decisions about me?

Apprenticeships Delivery & Performance Branch does not use automated decision making or profiling in the management of its training programmes.

## What rights do I have?

You have the following rights in relation to how the Department uses your personal data:

- 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  
You have rights in relation to [automated decision making and profiling](#)

## How do I complain if I am not happy?

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)

If you are still not happy, 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](mailto:casework@ico.org.uk)

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

**The Department for the Economy's Corporate Privacy Notice has been published at: <https://www.economy-ni.gov.uk/dfe-privacy-notice>**