



# The GTA Privacy Notice for Apprenticeships Policy

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carer's, and visitor) who access the GTA.

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## **Introduction**

At the Doncaster, Rotherham and District Motor Trades GTA Ltd (GTA) we are committed to protecting and respecting your privacy. This policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure, this policy applies to the apprentice, employer and training provider. For more detailed information please see the GTA's 'Data Protection Policy CP7.8' which is available from our website or by writing to the address below.

## **How do we collect information from you?**

We might collect data from you when you contact us, either on the telephone, via email or application forms. Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees.

If in the future we intend to process your personal data for a purpose other than reason for which it was collected we will provide you with information on that purpose and any other relevant information.

## **What type of information is collected from you?**

The type of information we may hold could include, name, address, contact details, unique learner number, national insurance number, date of birth, prior achievement, initial assessments.

Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we will always obtain your explicit consent to those activities prior unless this is not required by law or the information is required to protect your health in an emergency.

## **How is your information used?**

As an apprenticeship training provider, we need to keep and process information about you for the apprenticeship delivery requirements. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the apprenticeship programme and manage our relationship with you effectively, lawfully and appropriately, during the training needs analysis, recruitment process, and training at the time when your apprenticeship ends and after you have left. This includes using information to enable us to comply with the government body requirements, enabling us to comply with any legal requirements. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

You will, of course, inevitably be referred to in many company documents and records that are produced by you, your work colleagues and GTA staff in the course of the apprenticeship delivery. You should refer to the **CP7.2 Data Protection Policy** for further information which is available via our website or alternatively you can write to:

Data Protection Officer (DPO)  
Doncaster GTA  
Rands Lane Industrial Estate  
Armthorpe  
DN3 3DY

Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

### **What type of data is retained by the GTA?**

Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you as part of the apprenticeship programme

- Apprentice application form
- Training Needs Analysis (TNA ADM6.1)
- Contract of training (Training Agreement ADM6.3/5)
- Interview records which may include CVs and assessments (H&S)
- Initial assessment & diagnostic
- Correspondence with or about you
- Medical questionnaire
- Training records (ILA)
- Funding records (ILR)
- Certificates of achievement
- Contact and emergency contact details
- Records of holiday, sickness and other absence
- Information needed for equal opportunities monitoring
- On programme satisfaction surveys relating to apprenticeship delivery
- Disciplinary and grievance records

### ***Awarding body or 3<sup>rd</sup> party body privacy statement links***

PICS: <https://www.pellcomp.co.uk/privacy-policy/>  
OCR: <http://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>  
IMI: <https://www.theimi.org.uk/landing/gdpr/>  
C&G: <https://www.cityandguilds.com/help/privacy-statement>  
ESFA: <https://www.gov.uk/government/publications/esfa-privacy-notice>  
E-survey: <https://www.esurveycreator.co.uk/privacy>  
BKSB: <https://www.bksb.co.uk/gdpr/>

### ***How you can access and update your information?***

The accuracy of your information is important to us. If you would like to access to the data we hold on you please contact:

Data Protection Officer (DPO): Jon Mace [jonmace@doncastergta.co.uk](mailto:jonmace@doncastergta.co.uk)

email to: admin@doncastergta.co.uk

or in writing to: DPO, Doncaster, Rotherham and District Motor Trades GTA Ltd  
Rands Lane Industrial Estate  
Armthorpe  
Doncaster  
DN3 3DY

alternatively, you can telephone: 01302 832831

You have the right to ask for a copy of the information GTA holds about you

### ***How do I complain to the regulator?***

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

If you would like to complain about the way we handle data please visit: <https://ico.org.uk/concerns/>

***What is the length of time my data is retained by the GTA?***

The period of time that data is retained starts from the apprenticeship completion date; unless an employment dispute is raised, some related information may be kept for a long period of time. In these cases the individual/s will be contacted and informed.

	<b><i>6 months</i></b>	<b><i>1 year</i></b>	<b><i>7 years</i></b>
Apprentice application form	✓		
Photographic evidence (compiled with training records)			✓
Training Needs Analysis (TNA ADM6.1)	✓		
Contract of training (Training Agreement ADM6.3/5)			✓
Interview and induction records which may include CVs and assessments (H&S)	✓		
Initial assessment & diagnostic evidence			✓
Correspondence with or about you	✓		
Medical questionnaire		✓	
Training records (ILA)			✓
Funding records (ILR)			✓
Certificates			✓
Contact and emergency contact details	✓		
Records of holiday, sickness and other absence	✓		
Information needed for equal opportunities monitoring	✓		
On programme satisfaction surveys relating to apprenticeship delivery	✓		
Disciplinary and grievance records		✓	

**Who has access to your information?**

Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you.

Data retained	GTA Admin	GTA Trainer	Apprentice employer	Pellcomp Management System	Awarding Bodies (IMI, City & Guilds, OCR)	Education and Skills Funding Agency (ESFA)	National Apprenticeship Services (NAS)	Apprenticeship Certificates England (ACE)	Learner Record Services (LRS)	e-surveys	BKSB
Apprentice application form	✓		✓	✓	✓	✓	✓		✓		✓
Photographic evidence	✓										
Training Needs Analysis (TNA ADM6.1)	✓		✓								
Contract of training (Training Agreement ADM6.3/5)	✓	✓	✓	✓		✓					
Interview and induction records which may include CVs and assessments (H&S)	✓		✓								
Initial assessment & diagnostic	✓	✓		✓		✓					✓
Correspondence about you	✓	✓	✓								
Medical questionnaire	✓	✓									
Training records (ILA & portfolio)	✓	✓	✓	✓	✓	✓					
Funding records (ILR)	✓	✓				✓					
Certificates	✓	✓			✓	✓		✓			
Contact emergency contact details	✓	✓									
Records of holiday, sickness and other absence	✓		✓								
Information needed for equal opportunities monitoring	✓										
On programme satisfaction surveys relating to apprenticeship delivery	✓	✓								✓	
Disciplinary and grievance records	✓										



Group  
Training  
Association

