

PRIVACY NOTICE

The Apprenticeships Suffolk service is required to collect data on participants who are supported by the service.

1. Suffolk County Council (SCC) Skills Team wish to collect data, which is considered sensitive, in order to identify where there may be under representation of certain characteristics of the Suffolk population accessing the service and strive to address these.

Please read both privacy statements below which apply to you and your data in relation to your participation in the Apprenticeships Suffolk service.

1. Data Collection

The purposes of the Data Processing:

The information you provide to Apprenticeships Suffolk (SCC) will be used to evaluate this project and for monitoring purposes.

Your information may also be shared with research organisations working on behalf of Suffolk County Council who may contact you to discuss your involvement in the project for research purposes. Participation in research is voluntary and you will be asked to consent before taking part in any research activity you may be contacted about.

The lawful basis for the processing:

For the purposes of the General Data Protection Regulation (GDPR), Suffolk County Council is the data controller in respect to information processed which relates to all participation.

The retention periods for the personal data:

All personal data held by SCC or research contractors for the purposes of monitoring or evaluation will be stored securely in line with SCC retention policy.

The rights available to individuals in respect of the processing:

If you do not wish your personal data to be used for SCC evaluation purposes please contact apprenticeships@suffolk.gov.uk we will delete your data held for these purposes and you won't be contacted about participating in research.

The Apprenticeships Suffolk standard privacy notice can be found at

<https://apprenticeshipssuffolk.org/privacy-policy/>

Apprenticeships Suffolk will collect data to enable robust evaluation of the project aims which include providing apprenticeship opportunities to under-represented groups and those considered to be disadvantaged.

Data will be collected with explicit consent and the opportunity to withhold all or some data is available at the point of data collection. Data will be collected electronically, held anonymously and stored in line with GDPR compliant processes.

Any participant who consents to data collection, but later wishes to withdraw consent, can do so by emailing apprenticeships@suffolk.gov.uk and any personally identifiable data will be destroyed or deleted.