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LEAD PERSON: Data Protection Officer		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
Version 1 – June 2021	<i>John Pitchforth</i>	On behalf of the Senior Management Team
Version 2 – May 2022	<i>John Pitchforth</i>	On behalf of the Senior Management Team
Version 3 – 04.03.2025	<i>John Pitchforth</i>	On behalf of the Senior Management Team

Privacy Notice for Apprentices at the Heritage Skills Academy

You have legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you. We, Heritage Skills Academy (HSA), are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Janice Pitchforth - jj@heritageskillsacademy.co.uk .

The personal data we hold:

- Your contact details
- Your learner records
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Photographs
- CCTV images

Why we use this data

We may use this data to:

- Get in touch with you, your employer, and your parents when we need to
- Check how you are doing at work so we are aware if you need any extra help
- Track how well HSA as a whole is performing
- Look after your wellbeing

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law

- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)
- Where we have got permission to use your data, you may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you didn't.

How we store this data

We will keep personal information about you while you are a pupil at the HSA. We may keep it after you have left HSA, where we are required by law. We have a record retention policy which sets out how long we must keep information about apprentices.

Data sharing

We do not share personal information about you with anyone outside HSA without permission from you unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share person information about you with:

- The Education Skills Funding Agency (ESFA – a government department)
- Department for Education (DfE – a government department)
- Your family and representatives (including Homestay Provider)
- Assessors and awarding bodies
- Our regulator (the organisation or 'watchdog' that supervises us), Ofsted
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

Government Bodies

We are required to provide information about you to the DfE and the ESFS as part of data collections. You can find more information about this on the relevant websites to find out more about how it collects and shares data.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you:

You can find out if we hold any personal information about you, and how we use it by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you do not want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong. You can make a complaint at any time by contacting our Data Protection Officer, Janice Pitchforth.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/make-a-complaint>
- Call 0303 123 1113

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer on jj@heritageskillsacademy.co.uk.