

Learner Privacy Statement

How to contact us:

Humberside Engineering Training Association
Dansom Lane South
Hull
HU8 7LA
data.protection@heta.co.uk

Purpose:

HETA processes your personal data as part of the delivery of the training you receive within your traineeship or apprenticeship. Your data will be collected during the application process and again at enrolment when you start. We will hold the data within the secure HETA Information Management System and it is used to support the registration, delivery and certification of your training. It will not be used for any other purpose. . All calls in to HETA landline are recorded, this is to provide a level of protection for HETA staff. **HETA operates a CCTV system that complies with the requirements of the UK Data Protection Act and the Information Commissioner's Guidance**

Processing is lawful in that:

- a) You have given consent to the processing of your personal data to meet the requirements shown within the purpose.
- (b) Processing is necessary for compliance with the Education Skills Funding Agency to which HETA is subject.

Your Personal Data Rights: You have the right to:

- to be informed about your data
- access your data
- rectify your data
- to erase your data
- restrict the processing of your data
- to data portability
- object to the retention of your data
- to not have your data used in profiling.
- To withdraw your consent at any time, where relevant.

Your information will not be used for direct marketing purposes

Categories of Personal Data:

HETA will collect the following data from you:

- Full Name
- National Insurance Number
- Address
- Date of Birth
- Email Address & Telephone Number
- Next of Kin & Email Address
- Emergency Telephone Number
- Bank Details
- Exam Results
- Basic Medical Records including any special needs.

Details of Transfers to 3rd Parties.

Your personal data will not be transferred to any 3rd party without your consent other than it's use within Databases and Organisations such as:

- PIC's & E-Assessor
- Onefile
- Sagepay / Sageonline
- ESFA
- Hull City Council
- North & North East Lincolnshire Council.
- Potential Employers during the Apprentice Placement Process.

Data sharing agreements are in place with the organisations listed above.

Retention Periods.

Your personal data held will be held for 3 years after the completion of your Apprenticeship or Traineeship. ESFA data is kept for the duration specified by them at the time of enrolment. This is normally for 11 years from the start of your training. **If you are unsuccessful in your application for a HETA Traineeship or Apprenticeship we will retain your details for 12 months, should you wish to re-apply we will already have your details.**

Telephone recordings will be stored for a maximum of 62 days, and then archived for further 4 months in total. HETA do reserve the right to keep them for a longer period subject to any ongoing investigation / queries.

Unless required for evidential purposes, the investigation of an offence or as required by law, CCTV images will be retained for no longer than 30 days from the date of recording. Images will be automatically overwritten after this point