

## **Privacy Notice**

### **York Apprenticeship Status - Provider Feedback for 2020**

We will keep this privacy notice under regular review and when we use your personal data, City of York Council (CYC) complies with data protection legislation, and is the registered 'Controller'. Our data protection notification is registered with the Information Commissioner's Office (ICO) – reference **Z5809563**.

#### **Why are we collecting the York apprenticeship data from training providers?**

We are gathering data on the current status of apprenticeship training in York to help us identify potential gaps and/or growth in particular sectors following the COVID-19 pandemic. It is crucially important that at a local level we can evidence this to help shape what support might be needed moving forward for the 2020/21 academic year and beyond.

This will help to identify the potential impact on the local labour market, so we can then inform educators and current primary and secondary school students, as well as identifying what the future local apprenticeship training landscape may look like, helping us to shape what additional training support may be needed for businesses and the current and future workforce.

We will use this information as part of a wider economic review in partnership with CYC's Economic Growth team and Make It York to help shape York's COVID-19 recovery.

#### **Why we use your personal information**

The Skills Team reserve the right to follow up with individuals using the contact information provided on the survey to clarify or learn more about their particular response. We will not share individual contact information or personal responses outside of the Skills Team.

#### **What will we do with the information?**

The data we collect will be included in reports to help inform the council, Make It York, York and North Yorkshire LEP and Leeds City Region LEP on York's apprenticeship landscape during and post COVID-19. A high level report may also be shared with the York Apprenticeship Provider Group. **We never use your name or your organisation's name in any reports.** Data will be anonymised and will not identify any individuals. We will not use the data for any other purpose than stated and will not disclose to a third party other than those stated above i.e. other

companies or individuals, unless we are required to do so by law for the prevention of crime and detection of fraud, etc.

### **Method of collecting data.**

Service users wishing to give feedback can do so in the following ways:

- Email the Skills Team: [york.apprenticeships@york.gov.uk](mailto:york.apprenticeships@york.gov.uk)

### **Storage of information**

We will keep the information you provide for 15 months which is to allow the service manager to measure the outcome over the 2020/21 academic year. The data received through the survey is stored in the council's secure network drive and can only be accessed by authorised staff within the Education and Skills Team. Online data will be collected using Survey Monkey. To find out how they use your information, please [click here](#).

### **How long will we keep the information?**

We will keep the information you give us and your personal data for up to 15 months and then will securely destroy it.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this Privacy Notice.

### **Your rights**

To find out about your rights under data protection law, you can go to the Information Commissioners Office (ICO) <https://ico.org.uk/for-the-public/>

You can also find information about your rights at <https://www.york.gov.uk/privacy>

If you have any questions about this email, want to exercise your rights, or if you have a complaint about how your information has been used, please contact us at [foi@york.gov.uk](mailto:foi@york.gov.uk) or on 01904 554145 or write to:

Data Protection Officer

City of York Council

West Offices

Station Rise

York

YO1 6GA

If you would like more information about this survey, or to withdraw your consent at any time, please contact the Skills Team at:  
[york.apprenticeships@york.gov.uk](mailto:york.apprenticeships@york.gov.uk) 01904 553732.