

# Appendix (A)



## Privacy Statement

How to contact us  
:

Humberside Engineering Training Association  
27-31 Dansom Lane South  
Hull  
HU8 7LA  
data.protection@heta.co.uk

### 1. Purpose:

This privacy statement is to identify how we process and protect personal data at HETA, this includes any information submitted through our website.

By using our website, or collaborating with HETA as an employee, employer, contractor, learner, associate college or university you are agreeing to your data being held, stored and processed according to this statement as detailed below. We comply with the GDPR and as such your data is securely stored and only accessed by relevant and authorised personnel.

The purpose of the data collection and the type of data requested is decided by the Data Controller. In this instance the Data Controller is Humberside Engineering Training Association (HETA).

### 2. Data Processor

HETA does not employ a data processor, the processing of all data is carried out in-house except for the data supplied to awarding bodies in relation to registering for qualifications and certification.

### 3. Data Security

HETA uses technology designed with the safe security of its stakeholders information in mind.

All servers are based in the UK and we deploy both technological and operational security measures along with internal policies specifically implemented to protect all data stored.

Our lawful bases for the collection and using personal information for, but not limited to job applicants, staff, employers, contractors, learners and associated schools, colleges and universities are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right

to object. To be clear, you do have the right to withdraw your consent at any time.

- Contract - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation - we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Public task - we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

HETA may collect the following data from you:

- Your CV
- Personal information such as your full name, email address and phone number
- National Insurance Number
- Address
- Date of birth
- Photograph for identification purposes
- Driving licence & motor vehicle licence details for identification purposes
- Motor vehicle insurance details (staff)
- Next of kin & their email address and telephone number
- Emergency contact telephone number
- Medical records
- Disclosure and barring service information
- Any details you enter into any application form
- Any answers to questions that correspond with our recruitment or application process.
- Any supporting information that you provide to expand upon during our recruitment or application process.

When it comes to your personal data you have the right to:

- access your data
- rectify inaccurate or outdated information
- erase your data
- object to the processing of your data
- request to move your data (data portability)
- withdraw your data consent at any time
- Ask for a copy of your data via a Subject Access Request (SAR) (LT-H05.01)
- Lodge a complaint with the UK's Information Commissioner's Office (ICO) or other relevant supervisory authority.

#### 4. Sharing Data

The data that you submit to this site may be:

- made available to the Data Controller
- made available to a Data Processor, if relevant

- shared with parents and carers
- used to communicate with you about recruitment or application
- used to communicate with you in regard to recruitment or application
- made available to government bodies, local authorities, social services, specialist teachers such as peripatetic workers or speech and language therapists, examination boards and bodies
- analysed for our internal statistics to improve processes
- made available to associated schools, colleges and universities for training development and signposting purposes

Organisations we may need to share information with for safeguarding reasons

- Emergency services
- Legal bodies or authorities
- Relevant regulatory authorities
- External auditors or inspectors
- Organisations we are legally obliged to share personal information with

## 5. Retention Periods

Personal details will be retained as part of your employment and will be subject to this privacy statement. Unsuccessful job applications will be retained by HETA for 12 months after interview.

Learner data will be held in accordance with government bodies, local authorities and examination boards and bodies for a minimum of 3 years after the completion of an Apprenticeship or Traineeship. Government funding data is kept for the duration specified by them at the time of enrolment. This is normally for 11 years from the start of training.

A telephone recording system has been installed to the mainline telephone system. Telephone recordings will be stored for a maximum of 62 days, and then archived for further 4 months in total. HETA reserves the right to keep them for a longer period subject to any ongoing investigation / queries.

Sometimes information may be processed on our behalf by relevant third parties; this includes but is not limited to: examination boards and bodies, payroll & HR software.

We will not collect your information for unrelated purposes without first requesting your consent.

In some cases, we may be compelled or permitted by the law, an official authority or regulatory requirements to process your personal information without your consent or knowledge, even after you have exercised your right to withdrawal, to be forgotten, or objected to processing. If this happens, we will only process the limited personal data that we are required to do so under these specific requirements.

Provided that compliance is maintained in regard to the General Data Protection Regulation (EU) 2016/679, we reserve the right to amend and modify this privacy statement for any reason and at any time.

If you have any concerns about our use of your personal data, you can make us aware or issue a complaint by contacting us using the contact details at the top of this privacy statement.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address: Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>