



Skills
Employment
Training



Education & Skills
Funding Agency

PRIVACY POLICY



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PRIVACY STATEMENT

Introduction

Within GSA each apprentice account contains information that allows us to provide a personalised learning environment for each apprentice and meaningful reports on their activity and progress.

That information is completely under the control of GSA and we take seriously our role in storing and processing that data on your behalf. However, this information must be shared with Funding Providers and OFSTED.

What apprentice Data is used?

We store the following data for each apprentice:

- First Name
- Last Name
- Registration Number
- Sex
- Date of Birth
- Ethnicity
- Address and Postcode
- Telephone number
- Program of learning
- Achievements



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Why is your Data needed?

Apprentice Data is only used to create apprentice accounts for individual progress tracking. Your data is shared with the Education Skills Funding Agency. We undertake not to use apprentice data for any commercial purpose.

Ethnicity data is used to ensure that GSA provides equal opportunities across all apprentice demographics.

Security

We store apprentice data on a secure server. Tutors and apprentices are assigned passwords that protect access to the system and ensure that only GSA staff can access your data. No third party can access it without permission.

Retention of records

We keep personal data and Apprentice Files:

- For as long as is necessary to fulfil the purposes we collected it for
- As required by law
- To enforce or defend legal claims

Sometimes we will keep information that you have deleted, for example, messages sent by you to your tutor, as a record of your learning experience. We will keep this information for a reasonable time.