

Myerscough College & University Centre Privacy Notice Employers, Apprenticeship Provision and Work-Based Learning

Introduction

Myerscough College and University Centre (“the College”) is committed to protecting the privacy and security of personal data.

We are unable to fulfil our responsibilities as an apprenticeship training provider without collecting and processing personal data relating to employers and their staff.

This Privacy Notice explains how we collect, use, store and share personal data in relation to:

- Employers who engage us to deliver apprenticeship training
- Employer representatives, supervisors and mentors
- Apprentices employed within those organisations

This Notice should be read alongside our Applicant and Learner Privacy Notice.

Data Controller

- The College acts as Data Controller for training delivery
- Employers act as Data Controllers for employment matters

The College is registered with the Information Commissioner’s Office (ICO) and our registration number is Z8917574.

Contact Details

Data Protection Officer
Myerscough College
St Michael’s Road
Bilsborrow
Preston
PR3 0RY
Email: dpo@myerscough.ac.uk

What Personal Data We Collect

We collect and process personal data necessary to deliver apprenticeship training and meet ESFA funding rules.

Employers

- Name and job title
- Business contact details (email, telephone, address)
- Employer organisation details
- Contractual and agreement information

- Records of communications with the College

Workplace Line Managers / Supervisors / Mentors

- Name and contact details
- Role within the organisation
- Information relating to apprentice line management, supervision and progress

Apprentices (provided by employer and through delivery)

- Personal and contact details
- Employment details including role and start date
- Training records, attendance and progress
- Assessment and achievement data

This may include limited processing of special category data (e.g. health or support needs) where necessary to support apprentices and meet legal obligations.

Why We Collect and Use Personal Data

We process personal data for the following purposes:

- Delivering apprenticeship training and assessment
- Managing employer contracts and relationships
- Monitoring apprentice progress, attendance and achievement
- Meeting Education and Skills Funding Agency (ESFA) funding and audit requirements
- Supporting apprentice welfare and safeguarding
- Managing quality assurance and continuous improvement
- Arranging and administering End-Point Assessment (EPA)
- Meeting statutory, legal and regulatory obligations

Our Legal Basis for Processing

We process personal data under the following UK GDPR lawful bases:

Contract

- To fulfil apprenticeship agreements with employers and apprentices
- To deliver training, assessment and associated services

Legal Obligation

- To comply with ESFA funding rules and audit requirements
- To provide data returns such as the Individualised Learner Record (ILR)
- To meet safeguarding and regulatory duties

Public Task

- Delivery of apprenticeship programmes
- Maintaining academic standards and assessment integrity throughout programme delivery and Gateway and End Point Assessments (EPAs)

Legitimate Interests

- Managing employer relationships
- Monitoring programme quality and effectiveness

- Ensuring apprentices receive appropriate support

Information Sharing and Disclosure

We do not sell or rent personal data.

We may share personal data, where necessary, with:

Regulatory and Funding Bodies

- Education and Skills Funding Agency (ESFA)
- Ofsted and other regulatory authorities

Employers

- Apprentice progress, attendance and achievement information
- Information required to support training delivery

End-Point Assessment Organisations (EPAOs)

To enable apprentices to complete their apprenticeship standard, we will share relevant personal data with approved End-Point Assessment Organisations. This may include:

- Apprentice identification and contact details
- Employer contact details
- Training and assessment records
- Evidence required for assessment
- Achievement outcomes

Awarding and Professional Bodies

- For certification and accreditation purposes

Other Third Parties

- IT system providers and data processors
- Audit and compliance bodies
- External quality assurance partners

Myerscough College and University Centre seeks the written assurance as to UK GDPR compliance of all third parties with whom information is shared and will not share information where this is not received. Further details on third parties with whom we share personal data can be found in our Register of Third Parties.

International Transfers

We do not routinely transfer personal data outside the UK. Where this is necessary, appropriate safeguards will be implemented in compliance with UK GDPR.

How Long We Keep Your Personal Data

We retain personal data only for as long as necessary to:

- Deliver apprenticeship provision
- Meet ESFA funding and audit retention requirements (typically up to 6 years after completion)

- Comply with legal and regulatory obligations

Further details are available in the College’s Data Retention Policy.

Data Security

We take appropriate technical and organisational measures to ensure personal data is protected, including:

- Secure systems and controlled access
- Staff training and confidentiality obligations
- Data sharing agreements with external organisations

Your Rights

Under UK GDPR, individuals have the right to:

- Access their personal data
- Rectify inaccurate data
- Request erasure (where applicable)
- Restrict processing
- Object to processing
- Request data portability

Requests should be made to the Data Protection Officer.

Complaints

If you are concerned about how we process personal data, please contact us in the first instance.

You also have the right to complain to the Information Commissioner’s Office (ICO):

<https://ico.org.uk>

Changes to this Privacy Notice

This Privacy Notice will be reviewed regularly and updated where necessary. The latest version will always be available on the College website.

Version	2.0
Effective Date	August 2025
Review Date	August 2026
Owner	Data Protection Officer



Professional



Passionate



Collaborative



FREDIE