

## Scope

- 1 This document sets out the additional actions The Open University carries out with personal data specifically relating to the Apprenticeship Programme. It relates to applicants and apprentices.

Please read the Apprenticeship privacy notice in conjunction with the [student privacy notice](#) and any relevant [supplementary notices](#) for your programme. These provide information regarding the personal data we collect on our students and what we do with it, including your rights as a data subject.

## Who we are

- 2 The Open University is the data controller for the personal data that we collect.

The organisations listed below that we share data with are data controllers for the data that they receive.

## What additional information do we collect about you

- 3 We collect and process a broad range of personal data about you in order to deliver our services to you, provide support, to manage our operations effectively and to meet our legal and contractual requirements in relation to your apprenticeship.

- 4 We receive your name, date of birth and email address from your employer in order to

- Register you as an apprenticeship applicant
- Provide you with a log-on to the Apprentice Applicant Portal
- Provide you with access to English and Maths initial assessment software, and
- Arrange apprenticeship funding through the Apprenticeship Service. /or as appropriate dependent upon the Nation in which you are studying

This is in our legitimate interest of enabling registration and compliance with apprenticeship funding requirements.

- 5 We will collect a range of personal information on the apprenticeship registration agreement and during the registration process. This is used to ensure your suitability for an apprenticeship and eligibility for funding. It also informs your individual learning plan.

The Apprenticeship programme will also create or maintain a unique learner number (ULN) and a personal learning record (PLR) using the Learner Records Service.

We will contact the Learner Records Service to confirm or create your Unique Learner Number, confirm the qualifications you have obtained previously or to check if you have been included in a previous Individualised Learner Record (ILR) return (<https://www.gov.uk/government/collections/individualised-learner-record-ilr>).

These activities are necessary to your contract with the OU as an apprentice.

- 6 We collect emergency contact details, which we will use if a relevant situation arises at a learning event. By providing this information, you give your consent for us to use it in this way, and you can withdraw consent by contacting your APDM and your practice tutor.

## Who do we additionally share your information with?

- 7 Throughout your apprenticeship we will share your data with key partners involved in the delivery of your apprenticeship.

The sharing of this data is necessary to your contract with the OU as an apprentice and forms part of our legal and contractual requirement with our key stakeholders for the funding, delivery and monitoring of your apprenticeship. Further information relating to the use of your personal information by the Department for Education (DfE) and the Education and Skills Funding Agency (ESFA) can be found at <https://www.gov.uk/government/publications/esfa-privacy-notice>.

Who we share with	What information is shared
The Education and Skills Funding Agency (ESFA) - for funding purposes to ensure that we meet our legal and contractual obligations. The ESFA also share this information with The Department for Education	registration, apprentice programme and academic qualification data, name, date of birth, demographic information and email address
The relevant Government body which funds your apprenticeship eg Skills Development Scotland for Scottish apprenticeships – for funding purposes.	Name, address, date of birth, demographic information, registration, achievement, etc
The End Point Assessment Organisations (where required by the apprenticeship standard you are undertaking) –for registration and progress purposes.	registration, apprentice programme, work based learning portfolio of evidence, academic qualification data and End Point Assessment specific materials eg presentations
Awarding Organisations (eg City and Guilds if English and/or Maths Functional Skills qualifications are required ) for registration and certification purposes to meet the requirements of the apprenticeship standard.	name, date of birth, contact details, apprenticeship details. Also disability information for provision of reasonable adjustments
The Apprenticeship Prime Provider (if your apprenticeship is being delivered through a sub-contracting arrangement) - for funding purposes to allow the prime provider to complete their legal and contractual obligations.	registration, apprentice programme and academic qualification data
Your Employer and / or their agent (s), for attainment and progress monitoring	Name, apprenticeship details, progress and attainment information e.g. assignment scores, academic qualification data and academic conduct and misconduct investigations and outcomes. NB Disability information will be shared with your consent to ensure

	<p>the employer can provide reasonable adjustments for study. <u>You can withdraw your consent for sharing Disability information with your employer by contacting your APDM and your practice tutor via email <a href="mailto:apprenticeships@open.ac.uk">apprenticeships@open.ac.uk</a></u></p> <p>Your line manager (or equivalent) will also be given access to your e:portfolio account including the content that you create and save there, together with comments and information regarding your progress in your apprenticeship.</p>
ESFA EPAO Portal for apprenticeship certification purposes where the apprenticeship standard is integrated.	Name, date of birth, registration, academic achievement grade as required by the standard.
Regulatory bodies where your apprenticeship requires registration with said body eg Nursing apprentices with the Nursing and Midwifery Council.	Name, date of birth, contact details, academic and apprenticeship achievement.

We may disclose your information to our third-party service providers and agents for the purposes of providing services to us, or directly to you on our behalf. This includes IT service providers, third party learning environments, etc. When we use third party service providers, we only disclose to them any personal information that is necessary for them to provide their service. We have a contract in place that requires them to keep your information secure and not to use it other than in accordance with our specific instructions.

For apprentices, these services include ePortfolio software providers (e.g. OneFile and/or MKM,) in order to create an account and log in details for your use where applicable during your apprenticeship programme. The information contained on the ePortfolio includes your name, contact details, disability information (if permission given), barriers to learning (if permission given), registration, apprentice programme and academic qualification data, English and/or Maths achievement data, employer details, progression, work based learning portfolio and tasks, EPA resources.

## How long do we keep your personal information for?

- 8 If you are unsuccessful in your application to The Open University's Apprenticeship programme, your information will be retained for a period of 2 years.
- 9 If you are successful in your application to the Open University's Apprenticeship programme, the Education and Skills Funding Agency require us to keep information relating to your apprenticeship and the funding for a period of 7 years following the end of your apprenticeship. If your apprenticeship has been co-funded by the European Social Fund (ESF), your information will be retained in accordance with the [ESF retention policy](#).

Please see the student privacy notice for further information regarding the retention of student personal data, for example your academic transcript details.