



1st for EPA Ltd Privacy Notice

1. Our contact details

Name: 1st for EPA Ltd
Address: 61 Cranbrook, Marton-in-Cleveland, Middlesbrough, TS8 9XH
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2. The type of personal information we collect and why we have it

a) Apprenticeship Data

1st for EPA collects, stores and processes personal data about apprentices for the purpose of administrating and managing apprenticeship end point assessment (EPA) and for monitoring assessment outcomes. The personal information we process is provided to us directly by a training provider, an apprentice or employer for the purpose of facilitating and conducting end point assessments.

This data may include the following special category data, for monitoring outcomes:

- Ethnic origin
- Data concerning health, where an apprentice or Centre chooses to declare a learning difficulty, disability or health problem in relation to a reasonable adjustment request.

1st for EPA will collect and store the following information in order to carry out end point assessment:

Training Provider details: <ul style="list-style-type: none">• Training provider name• Coach/tutor name• Coach/tutor email• Coach/tutor telephone	Employer details: <ul style="list-style-type: none">• Employer name• Employer address• Line manager name and job title• Line manager email and telephone
Apprentice details: <ul style="list-style-type: none">• Forename and Surname• Date of birth• Gender• Email and Telephone• ULN (unique learner number, from ESFA)• Disabilities	<ul style="list-style-type: none">• Reasonable adjustment requests• Apprenticeship standard• Start date• Gateway date• Expected end date• Funding type
EPA activity details: <ul style="list-style-type: none">• Scheduled dates• Storing of information / assessment materials submitted	<ul style="list-style-type: none">• Recordings of assessments• Recording of feedback and results• Any internal quality assurance activity.

1st for EPA may also request other data as necessary to enable it to carry out EPA activity and record results in line with ESFA requirements.

Automated processing may be used, such as in the context of marking knowledge tests.

The information detailed above may be disclosed to the Office of Qualifications and Examination Regulations (Ofqual), Education & Skills Funding Agency (ESFA), Institute for



Apprenticeships and Technical Education (IfATE) and other relevant organisations where necessary for the fulfilment of obligations.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Legitimate and vital interest
- Contractual obligation.

b) Apprentice Assessment Materials

Apprentices' assessment work, projects and other assessment materials, which have been submitted to 1st for EPA, will be kept electronically for up to six years. All assessment results, marking and standardisation information will be kept for a period of six years after an apprentice has finished EPA, in line with ESFA guidelines.

Any paper materials, such as attendance registers, will be electronically scanned before being securely destroyed within one month of receipt.

c) External Systems

In the course of its business, 1st for EPA uses systems provided by external organisations. A summary of some of these organisations' relevant data security and privacy policies can be found at the locations below.

Organisation	Purpose	Relevant document	Location of document
EPA Pro (Skilltech Solutions)	Apprenticeship and EPA management software, including storing assessment materials submitted.	High Level Security Information – EPA Pro	https://covalenttech.atlassian.net/wiki/spaces/KB/pages/2443444225/Summary+-+High+Level+Security+Information
ACE360	Apprenticeship and EPA management software, including storing assessment materials submitted.	Terms of Use Privacy Policy	https://ace360.org/wp-content/uploads/2023/05/ACE360-Terms-and-Conditions-March-2023.pdf https://ace360.org/privacy-policy
Microsoft	Use of Microsoft systems (including but not limited to Outlook, Teams, SharePoint and Office 365. Teams may be used for recording assessments and invigilation.	Privacy	https://privacy.microsoft.com/en-GB/
		Where your data is located	https://www.microsoft.com/en-gb/trust-center/privacy/data-location
ClassMarker	Online software for multiple choice tests.	Privacy Policy	https://www.classmarker.com/online-testing/privacy/
GoToMeeting	May be used for recording assessments and invigilation.	Privacy Policy	https://www.logmeininc.com/legal/privacy/us
Zoom	May be used for recording assessments and invigilation.	Privacy Statement	https://zoom.us/privacy
HubSpot	May be used for marketing purposes and service updates (legitimate interest).	Privacy Policy	https://legal.hubspot.com/privacy-policy



d) Provider, Employer and Centre Information

Provider, employer and Centre information, such as contact details, signed contracts and invigilator/Responsible Person declarations, will be kept as electronic copies for the period that a Centre is approved, and then archived and stored for a further six years. Paper copies will be electronically scanned before being securely destroyed within one month of receipt. Our lawful basis for processing this information is legitimate interest for the purpose of administering and managing apprenticeship end point assessment.

This information may be disclosed to the Office of Qualifications and Examination Regulations (Ofqual), Education & Skills Funding Agency (ESFA), Institute for Apprenticeships and Technical Education (IfATE) and other relevant organisations where necessary for the fulfilment of obligations.

e) Other Data Subjects and Marketing Data

Personal data including names, email addresses, employer and telephone number is held by 1st for EPA and may be used for marketing and operational purposes, including for electronic newsletters and sharing information related to our services.

Our lawful basis for processing this information is consent and legitimate interest.

All marketing contacts are asked to positively opt-in and may withdraw their consent at any time without detriment. 1st for EPA will keep records of when and how we received consent.

3. How we store your personal information

1st for EPA will continue to hold data electronically for a period of six years after an apprentice has completed EPA, in line with ESFA guidelines. Our lawful basis for processing this information is legitimate interest for the purpose of administering and managing apprenticeship end point assessment. Any paper copies will be electronically scanned before being securely destroyed within one month of receipt.

4. Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at quality@1stforepa.co.uk if you wish to make a request.



5. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at quality@1stforepa.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>