

## **Apprenticeship and Growth and Skills (Upskills) Levy – Privacy Notice**

This Notice should be read in conjunction with the Council's general Privacy Notice: [Your privacy | Shropshire Council](#)

The detail below provides additional detail relating to the processing of Personal Data in relation to the provision of Apprenticeship and the Growth and Skills Levy.

### **Details of information obtained from third parties?**

Upskill Shropshire receive information about you from:

- Your Apprenticeship Training Provider
- National Apprenticeship Service
- Skills England and the Department for Education (DFE).

Upskill Shropshire may receive information about you from:

- Your End Point Assessment Organisation

### **How is your information used?**

When you apply for an apprenticeship via Shropshire Council, we ask for some personal information about you to check eligibility, for monitoring and statistical purposes.

If you are eligible for an apprenticeship and there is an available Apprenticeship Training Provider, Upskill Shropshire will share the apprentice and line manager contact details so that you are able to enrol on your course.

### **We use your data for all or some of the following purposes:**

- To assess your eligibility for an apprenticeship training provider programme.
- To communicate with you throughout the apprenticeship levy process.
- process payments or charges for your apprenticeship training and other related costs,
- to carry out our obligations arising from any contracts entered into by you and us (i.e. Apprenticeship Agreement, Training Plan).
- Notify you of changes to our services or your apprenticeship.
- Send you communications which you have requested and that may be of interest.
- Ensure effective general and business administration required for the Apprenticeship Service,
- maintain and promote equality within the workplace, maintain accurate and up to date records for the Apprenticeship Levy.

### **Research and statistics**

Anonymised and pseudonymised data may be used for research and statistical purposes, provided that such use is relevant and compatible with the original purpose for which the data was collected.

## **Who has access to your information?**

Upskill Shropshire Team (Part of HR/OD Team), Finance, Business Intelligence and Organisational Development.

We may share your information with the following third parties for the reasons detailed;

- National Apprenticeship Service
- Skills England
- Department for Education
- Apprenticeship Training Providers (only those that are relevant to your apprenticeship)
- Internal Senior Managers and Directors
- Payroll

We share data with these third parties to ensure that you are enrolled on the correct apprenticeship course, we can pay for your training via the apprenticeship levy, to check your eligibility to enrol on your apprenticeship course, to meet the requirements of the Governing Bodies for the Apprenticeship Levy and that your salary is correct.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

## **What are your rights in relation the personal data we process?**

Please refer to the main notice for this information.

## **How long will we keep your information for?**

We keep and dispose of all records in line with our corporate retention schedule. We will comply with Data Protection legislation in regard to how long we keep your data.

## **What security precautions in place to protect the loss, misuse or alteration of your information?**

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information.

you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

## **Keeping your data up to date**

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

## **Under 13**

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission before you provide us with personal information.

**Complaints and concerns about the handling of your personal information:**

Please refer to the main notice for this detail.

This notice was last reviewed on:  
6 September 2025