**Inverness College UHI Privacy Notice - Apprenticeship Enquiries**

**What data we will collect about you?**

When you note an interest for an apprenticeship, we will ask you to provide the following information:

* Name
* Are you an employer or an apprentice?
* Email address
* Tel no
* Details of your enquiry

We use this data to provide advice to you about apprenticeships and any current vacancies we may be aware of . We may share your personal data with employers who are looking to recruit an apprentice in the subject area of your interest. We also advise employers who would like an existing employee to start an apprenticeship.

**How will we use your data?**

We will use your data to fulfil your request. We will follow up with you to review your experience of your enquiry with us. We will check whether you require additional information about apprenticeships and send further relevant information using your preferred method of communication if you request this service. Your data will also be used as part of our quality assurance process to measure the effectiveness the information we provided and the success or otherwise of recruiting an apprentice or securing an apprenticeship.

**How long will we keep your data?**

Your data will be stored in a secure location for a maximum 6 months. This allows time to respond and complete your enquiry and for data analysis. If you consent to be sent information on other courses and services your data may be retained for up to 3 years. You can change your mind at any time and withdraw your consent by contacting the Data Controller.

**Third Parties**

Inverness College UHI does not sell any data to third party organisations. We may share your data with Skills Development Scotland (SDS) if you are put forward for an apprenticeship vacancy or signed up as an apprentice. Skills Development Scotland are the public agency who manage the Government funds for apprenticeship training. Further information regarding how SDS process personal data can be found on the following link ,<https://www.skillsdevelopmentscotland.co.uk/about/policies/privacy/>

If you have any questions or concerns regarding the processing of your personal data, wish to withdraw your consent for processing your data or exercise any of your information rights, please contact the Inverness College UHI Data Controller on data.controller.ic@uhi.ac.uk