

# **Privacy Notice for Requesting ASK Support**

Apprenticeship Support & Knowledge for Schools/Colleges (ASK) Programme

The Careers and Enterprise Company Ltd (CEC) manages delivery of ASK

To ensure we are targeting our service to meet priority groups.

### Sharing your personal data

We may share your personal information with other organisations, where the law allows it or if we have a legal obligation to do so:

Organisations that we introduce you to; if there is a specialist organisation that we believe may be able to assist you, we may pass basic details to them to allow them to deliver their services to you.

Law enforcement organisations

Our legal advisers, for CEC's legal purposes.

To enable the delivery of ASK services, other organisations process data on our behalf. This includes:

ASK Delivery Partner organisations and organisations working on their behalf

Market research organisations – to check on your satisfaction with the service received and to see if you have made any progress in learning or work as a result; and only if you have agreed to this.

### How long we will keep your personal data

We will only keep **your** personal data for as long as we need it. CEC has a retention schedule for personal data based on the needs of the organisation and applicable law.

We will take necessary steps to keep your information safe. It will then be securely destroyed when it is no longer needed.

### Processing personal data outside the UK

When CEC processes personal data outside the UK, we will make sure we comply with data protection law and take additional steps to keep **you**

have one month to respond to you.

### How to complain

If you have concerns about our use of your personal information, you can make a complaint to the Data Protection Officer by writing to:

Email: [dpo@careersandenterprise.co.uk](mailto:dpo@careersandenterprise.co.uk)

Address: The Careers and Enterprise Company Limited. 1st Floor, Work.Life, 120 Aldersgate St, Barbican, London EC1A 4JQ

You can also complain to the ICO by writing to:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

### Changes to this privacy notice

This privacy notice will be updated from time to time and we encourage you to check for updates.

Date last updated: 8 August 2024