

Data Protection Privacy Notice For EPA *March 2025*

What we need

We require personal information about you, which we obtain from training providers and employers, who appoint us as their end-point assessment organisation. This includes for example your unique learner number, first name, last name, date of birth, gender, email address, employer name and details, training provider name and details. This does not include any special types of information.

Suffolk County Council will be what's known as the 'controller' of the personal data provided to us. Our registered address is Endeavour House, Russell Road, Ipswich IP1 2BX

Why we need it

Here at Suffolk County Council we take your privacy seriously and will only use your personal information to provide apprenticeship end-point assessment services and claim apprenticeship certification.

It is in our legitimate interest to process your personal data provide apprenticeship end-point assessment services and claim apprenticeship certification. We will ensure that we keep the amount of data collected and the extent of any processing to a minimum to meet this legitimate interest.

How we will use the information about you

We may share your information with your employer and training provider, independent assessors, Department of Education, Skills England and our external quality assurance body, Ofqual.

How long we keep it

We will keep your basic personal data for seven years after completion of your apprenticeship, after which time it will be destroyed.

What are your rights?

If at any point you believe retained information is incorrect you can request to see this information and even have it corrected and possibly deleted. Providing you this information is free of charge, but charges may apply for excessive requests.

If you wish to raise a complaint on how we have handled your personal data, you can contact data.protection@suffolk.gov.uk who will investigate the matter.

For further information on which companies have been supplied with your details or how your information is used, how we maintain the security of your information and your rights to access/alter and change information we hold on you, please write to us at: If you wish to make a written request, please send it by email to

Data Protection Team | Constantine House | 5 Constantine Road | Ipswich IP1 2DH | Suffolk

If you wish to make your request verbally, call the Data Protection Team on 01473 265323.

Should you be unhappy with our processing of your personal data, you have a right to complain to the Information Commissioner's Office, which is the regulator for data protection.

For more information on Suffolk County Council's Data Protection please visit the main website [Suffolk County Council Privacy and data protection](#).

This notice will be reviewed every two years or when legislation changes.