Data storage and systems

Teams across IfATE use various systems in their daily operations (detailed below), storing information on secure servers both within and outside the UK. Where a system involves storing data on secure third-party servers, we provide a link to their privacy information.

Some systems are used universally by teams across IfATE, whilst others are specific to certain areas or stakeholder groups. To help you understand where your data might be processed, we reference the relevant IfATE privacy notice for your convenience.

Systems used across IfATE

Cognito Forms
IfATE privacy notice: All
We use Cognito Forms to collect information. This includes information we collect from consultations, and to support our Apprenticeship Builder where we use it to provide templates for users to draft and submit apprenticeship standards to IfATE. We also use it to capture consent for specific purposes e.g., to use photographs or videos on our social media and to collect feedback.

Cognito Privacy Policy

Eventbrite
IfATE privacy notice: All
We may use Eventbrite to enable you to register for events.

Eventbrite Privacy Policy

Expensein
IfATE privacy notice: All
We use Expensein software to manage the processing of expense claims, where appropriate.

Expensin Privacy Policy

Mailchimp
IfATE privacy notice: All
We use MailChimp to manage newsletter mailing lists, including the IfATE newsletter.

Mailchimp Privacy Policy

Microsoft products
IfATE privacy notice: All
We use a range of Microsoft products in the course of our work including Office 365 and:

- **Microsoft SharePoint, OneDrive** and **Teams** to store information (including recordings and transcripts of Teams meetings that are recorded and stored in **Microsoft Stream**)
- **Microsoft Power BI** for data analysis and report creation
- **Microsoft Dynamics CRM** for the collection and management of customer and stakeholder data, and to support our engagement activities with external stakeholders
- **Microsoft Dynamics 365 Business Central** for financial accounting purposes
- **Microsoft Forms** for temporary data collection activities, including 'expressions of interest' and public consultation responses
- **Microsoft Azure** for hosting our website

Microsoft Privacy Statement
Microsoft Teams Security Compliance and Privacy
Microsoft Forms Privacy and Compliance
Data Privacy Microsoft Azure

Mobile phones

IfATE privacy notice: All

We store personal information on corporate mobile phones which are provided, and securely managed, by the Department for Education (DfE).

Trello

IfATE privacy notice: All

We may use Trello as a work and project management tool.

[Atlassian Trello Privacy Policy](#)

WordPress

IfATE notice: All

IfATE has an internal intranet to communicate with staff and keep them informed of internal and external matters. WordPress hosts the intranet.

[WordPress Privacy Policy](#)

Systems used in specific areas

Airtable

IfATE privacy notice: Peer Review

We use Airtable to support our work with Peer Reviewers.

[Airtable Privacy Policy](#)

OnBoard

IfATE privacy notice: Route Panel Members

We use OnBoard meeting software to manage our meetings with external stakeholders such as route panel members.

[OnBoard Privacy Policy](#)

Onclusive platform

IfATE privacy notice: General

We use Onclusive to manage our media and external affairs.

[Onclusive Privacy Notice](#)

Sync

IfATE privacy notice: General

We may use Sync cloud storage to securely manage digital and media communications information.

[Sync GDPR Privacy Policy](#)

Umbraco CMS

IfATE privacy notice: General, **Trailblazer Groups**

We use Umbraco content management system to publish content on our website and other systems (Trailblazer Portal and Apprenticeship Builder).

[Umbraco Data Protection Information](#)

PDMS

IfATE privacy notice: Occupational Maps

This privacy notice is published on the separate Occupational Maps website and can be accessed here: [Occupational Maps](#)

We use servers to store your data which are hosted on our behalf by PDMS.

[PDMS Privacy Policy](#)

If you use the feedback form or request an API key on the occupational maps, your data is collected by Cognito Forms (see above).

Internal systems

IfATE privacy notice: Employer Directory, General, Higher Technical Qualifications, Post 16 Qualifications, Route Panel Members, Trailblazer Groups

Our operational delivery teams use internal bespoke systems to support their work and the development of our technical education products:

- **Apprenticeship Builder** and **Trailblazer Portal** to support our work with trailblazer groups in developing apprenticeships
- **IfATE's Data Service (IDS)** to manage the development of individual apprenticeships and route reviews, and access reports and data insights
- **Qualitas** CRM system to support the EQA framework and our collaboration with members of the Employer Directory