

**August 30, 2009**

**Notice – Discontinuation of ITA Practice of Sharing Apprenticeship Information**

Effective immediately, the Industry Training Authority (ITA) has stopped providing apprentice data with third parties, pending the outcome of a review of its information sharing policies and practices.

**Background:**

It has previously been the ITA's practice to share apprentices' personal data with third parties for very specific purposes related to the administration of apprenticeship programs. For example, private and public colleges use this information to inform apprentices of the availability of technical training classes, industry groups use it to transition apprentices into newly updated training programs, and organizations like BC Stats or Stats Canada use it to conduct research and analysis on behalf of the ITA and the Canadian apprenticeship system nationally.

Recent communication with apprentices by third parties has caused some apprentices and employers to question why the ITA shares their data with others, under what conditions and for what purpose.

The apprenticeship registration form, signed by apprentices and their sponsors at the start of an apprenticeship, asks for permission to use personal information and share it with others for the purpose of administering that apprenticeship program, including program delivery. Under BC's privacy laws, the apprentice's and sponsor's signatures constitute that permission.

To further protect privacy, when a training provider or other third party requests apprentice lists from the ITA they sign an Information Sharing Agreement (ISA) which strictly limits the use of the personal information to the purposes apprentices and sponsors have authorized. The ITA shares information with trainers because it is our goal for apprentices to be aware of their training options and able to easily access training in order to complete their apprenticeship requirements. Under no circumstances is personal information to be used to contact individuals to provide information on any programs or activities not leading to an ITA recognized credential.

Despite these safeguards, this matter has emerged as an issue of concern. The ITA has therefore commenced a review of its information-sharing policies and procedures. Until that review is complete, effectively immediately, the ITA will discontinue providing third parties with the personal information of apprentices.

If you have any questions, please contact Jeff Nugent at 604-214-8712 or [jnugent@itabc.ca](mailto:jnugent@itabc.ca).