

ITEC TRAINING SOLUTIONS PRIVACY NOTICE

As part of providing our services, the organisation collects and processes personal data relating to learners/participants, companies and customers with whom we work. The organisation is committed to transparency about how it collects and uses that data and to meet its data protection obligations.

Please review our full Customer Privacy Notice located on our website: www.itecskills.co.uk

If you would like to receive the Customer Privacy Notice in a different format please contact us.

Contacts

For further information about the information which Itec holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer
Itec Training Solutions Ltd
Itec House
Penarth Road
Cardiff
CF11 8TT

Email: data.security@itecskills.co.uk

LIFELONG LEARNING WALES RECORD (LLWR) PRIVACY NOTICE

The learning programme you are about to enrol on is funded either directly by the Welsh Government or part funded via the European Social Fund (ESF) (through the Welsh Government).

Taking part in this programme is dependent on you providing personal data. The Welsh Government will be the data controller for the personal information it receives.

The Welsh Government will use this data to carry out its public task in the administering and monitoring of its funds. Other information will be kept by your learning provider to administer the programme.

If your programme is ESF funded, you will be asked by your learning provider to supply additional evidence such as a passport, recent payslip or qualification certificate. A copy of this evidence will be retained by your learning provider for ESF audit purposes, a sample will be sent to Welsh Government.

For a full list of personal and special category data used by the Welsh Government please click here for the full privacy notice www.wales.gov.uk/llwr

What will the Welsh Government use your information for?

The Welsh Government will use your data for funding, planning and policy development as well as monitoring learner outcomes (such as achievement of qualifications). It will also be used in statistics and research about post-16 learning.

Your data will also be linked for research purposes to other educational records held by the Welsh Government such as the Pupil Level Annual Schools Census, the Welsh Examinations Database and Higher Education Statistics Authority, and to other records held by UK Government such as employment data, so that the Welsh Government can calculate learner destinations measures and also understand the impact of post-16 provision on wider outcome.

Any statistics published by the Welsh Government are anonymised, meaning that individual learners cannot be identified

Your rights and choices

Under the General Data Protection Regulation (GDPR) you have the right to:

- access the personal data the Welsh Government holds on you
- require the Welsh Government to rectify inaccuracies in that data
- object to processing on grounds relating to your particular situation (in some circumstances)
- restrict processing (in some circumstances)
- have your data erased (in certain circumstances)
- lodge a complaint with the Information Commissioner's office (ICO) who is the independent regulator for data protection

How long will the Welsh Government keep your information?

Data Type	Data Retention Period	Data Uses
Further Education and Adult Community Learning	Your data will be deleted after 10 years	This enables the Welsh Government to analyse funding and create reports over a period of time. These reports can be used to help inform policy decisions or to forecast future funding. Where learning is ESF funded, data is kept so that it can be checked and audited. The timescales for keeping data are decided by the European Union
Work Based Learning	Your data will be deleted 10 years after the end of the contract period	
Welsh For Adults	Your data will be deleted after six years	

Contacts

For further information about the information which Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer
Welsh Government
Cathays Park
CARDIFF
CF10 3NQ
Email: dataprotectionofficer@gov.wales

To contact the Information Commissioner's Office, please see details below:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline) <https://ico.org.uk>

Notifications of changes

If we are going to use your data in a different way from that stated at the time of collection, you will be notified. All of the Welsh Government's processing will be in compliance with the extant data protection legislation. Updates to the privacy notice will be available on our website.

Click here for a full copy of the Privacy Notice www.wales.gov.uk/llwr

What personal information about you is collected by the Welsh Government?

Some of the data collected by providers about you and sent to Welsh Government for the LLWR will be personal data and/or special category data as defined in the General Data Protection Regulation which includes:

Personal Data

- A unique learner identifier (created by the Welsh Government)
- A learner Identifier number (created by your learning provider)
- Surname
- Forename(s)
- Address
- Postcode
- Telephone number
- National Insurance Number
- Gender
- Surname at 16
- Date of birth
- National identity
- The last school you attended
- The year you left school
- A unique learner number (created by the Learning Records Service)

Additionally there is data about you which is defined as special category data. Providing this data is optional and will include;

- Ethnicity
- Disability type
- Health condition

This personal/special category data will be used across all Post 16 learning within Further Education, Work Based Learning, Adult Community Learning and Welsh for Adults.

How will your data be used by the Welsh Government?

- For administration purposes, to ensure the data we collect about you is stored correctly, securely and to a high standard of quality
- To help make decisions on current and future policies for post-16 learning
- To help the Welsh Government allocate and monitor funding of post-16 learning, including learning which is jointly funded by the European Social Fund
- To give auditors the information they need to do their job
- To enable providers to resolve any data issues they may have on their systems
- To help monitor equality and diversity in post-16 learning across Wales
- In analysis and research, where we will sort through the data to identify patterns and similarities. This will allow Welsh Government to make future improvements to post-16 learning
- To produce anonymous official statistics on post-16 learning in Wales
- For ad-hoc requests for analysis from stakeholders and the general public

- To enable learning providers to measure and compare their own performance
- By third party contractors to carry out data analysis and linking, so that we can calculate performance measures
- By third party contractors working on research and evaluation commissioned by the Welsh Government.
- By other researchers who may access anonymised data with the approval of Welsh Government

Who does the Welsh Government share your data with?

Currently the Welsh Government shares your data with these third party organisations:

- Qualifications Wales
- Careers Wales
- Estyn
- HEFCW
- NHS Wales Information service (NWIS) and Secure Anonymised information linkage (SAIL)
- UK Government Department for Education

The following third party contractors commissioned by the Welsh Government to carry out evaluations and research

- Evaluation contractors
- Learning and work institute
- Arad Consulting
- IFF Research

The following third party contractors who carry out data matching and analysis:

- London Economics Ltd
- FFT Education Ltd

Data Sharing Agreements

The Welsh Government will have a formal data sharing agreement in place whenever we share your data with a third party. Part of the agreement means the third party will have to sign a confidentiality agreement in relation to your data to show that they operate satisfactory information security procedures and that destroy their copies of your data when it's no longer needed. They can only use your data for the reason they sign up to and nothing else. All copies of data transfers are logged and recorded.

Security Arrangements for your data held by the Welsh Government

The data the Welsh Government collects about you will be stored in an access controlled secure database which is regularly tested for safety and integrity.

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In signing this document I confirm:

- I have been made aware that the learning I am undertaking is part financed by the European Social Fund through the Welsh Government
- I have received my Learner Handbook and have discussed and understand the information given to me
- I confirm that all information supplied is correct and I am eligible to start the programme.
- I can confirm that the Privacy Notice has been made available to me which explains how my data will be processed
- I can confirm that I am aware of no issue that will prevent me from completing the programme.

Learner Signature (To be signed by the learner on start date)			
Signature		Name (Please print)	
Date			

SECTION B - FOR PROVIDER USE ONLY:

Providers must ensure that they:

- follow the evidence method set out by WEFO, and
- Comply with the eligibility and evidence requirements stipulated by WEFO and in the Programme Specification.

I confirm that, based on the information given above, the learner is:

Please tick as appropriate

Eligible and I will endeavour to collect all outstanding evidence by time of the first review.	
Ineligible	

to commence a Work Based Learning Funded programme.

I confirm that the following evidence has been / will be collected (*please tick as and when evidence is collected*):

C1	<input type="checkbox"/>	C2	<input type="checkbox"/>	C3	<input type="checkbox"/>	C4	<input type="checkbox"/>	C5	<input type="checkbox"/>	C6	<input type="checkbox"/>
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I confirm that I have checked the information provided and hold a valid Careers Choices Dewis Gyrfa Referral / Level 1 Referral application form to support the eligibility of this learner. OR – if a direct entry, that you have notified Careers Choices Dewis Gyrfa.

Signature: _____ **Date:** _____ **Name:** _____
(To be signed and dated by the provider) (please print)

PUBLICITY AND MARKETING CONSENT

Publicity

Itec Training Solutions Ltd sometimes record details about learner experiences (including photographs or video footage) for publicity purposes or for evidencing of qualifications and to record training events. This information/content may appear in our printed marketing publications, on our website and/or used by external media publications, including, but not limited to local/national press, social media sites, case studies and award ceremonies.

Conditions of Use

- We will store all photographs securely. Unused photographs will be securely destroyed.
- We will not include details or full names of any person in an image on video, on our website, or in printed publications, without good reason, for example, we may include the full name of a competition prize winner if we have their consent.

- We will not include any personal contact information, including, personal e-mail, postal addresses and/or telephone of people on the image.
- We may use group, individual or class images with very general labels, such as “a human rights project”
- Photos / images may be published on the Itec Training Solutions website, used in printed publications, by external media sources, including, but not limited to local press, social media sites, award ceremonies and/or case studies.
- Please note that websites can be viewed throughout the world, not just in the United Kingdom, where UK law applies.
- If you require additional information or have any questions please contact Itec.

If you are happy and understood the conditions of use and give consent for relevant information, photos or images to be used in the way described please tick this box *The publicity consent is valid for five years from the date of signing. The consent will automatically expire after this time.*

Marketing

If you are happy for us to contact you from time to time with marketing information and updates about our service, this may be via text, email or post please tick this box

Your consent may be rescinded at any time by writing to us or email request to data.security@itecskills.co.uk

Signature		Date	
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In addition, if you are under 18 years of age, we will require consent from your parent or guardian (Please complete Parental Consent Form)

Under 18 Parent/Guardian Consent Received