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# Data Protection Statement

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## Data Protection Act 1998

## General Data Protection Regulation (EU 2016/679)

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Your information is processed by us only for administrative, statistical and research purposes and to monitor your progress. At no time will your personal information be passed to any organisation for marketing or sales purposes.

Learning Innovations are *contractually obliged* to process your information by the Education and Skills Funding Agency (ESFA). We will use software to enable us to share your information with the ESFA, this software is hosted by West Yorkshire Learning Providers.

The information you supply will be shared with and used by the ESFA, an Executive Agency of the Department for Education, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record via the Learning Records Service, part of the ESFA.

Learning Innovations will use information you supply to create an Individual Learning Plan (ILP). The funded programme detailed in the ILP is funded by the ESFA and partially funded through the European Social Fund. Any data may be shared with Ofsted to demonstrate our effectiveness as a provider.

Further information about use of and access to your information is available at: Education and Skills Funding Agency: <https://www.gov.uk/government/organisations/education-and-skills-funding-agency>.

Learning Innovations have a *legitimate interest* to share your information with awarding organisations, certification bodies and end-point assessment organisations. This is in order to ensure you can start and complete your programme of learning.

We will share information with third parties who help us assure the quality of our programmes and offer tailored support to our learners. This can include the use of subscribed online services to conduct cognitive assessments, other assessment and to conduct surveys with you regarding your experience with us.

We will ask for your consent to publish your agreed comments about your experiences with us and/or use photographs for promotional purposes in our published materials or on our website.



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# Privacy Policy

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## Personal Information

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We collect personal data about you when you enrol as a learner:

- your full name and title
- your gender
- your date of birth
- your address and telephone numbers and how long you have lived there
- your employment status
- your National Insurance number
- your prior learning
- your citizenship status

At enrolment, we may ask you for sensitive personal data – your ethnicity and any health or special educational needs. If you do not wish to provide this information, you may select the Not Known/Not Provided or Prefer not to say option.

We share some of your personal data with the Education and Skills Funding Agency (ESFA).

The ESFA through their Learner Registration Service allocates Unique Learner Numbers (ULNs) which enable individuals to access their participation and achievement data.

The ESFA will share your Learning Innovations participation and achievement data with other organisations if you indicated that you are happy for the ESFA to do so.

If government funding is available for your course, we collect personal data from you to see if you can have that funding.

To obtain a copy of your personal data, to correct inaccuracies or if you have any queries or concerns about how we handle your personal data, please contact:

Jay Luke - Director

Learning Innovations, Suite 12 McCarthy's Business Centre, Education Road, Leeds LS7 2AL

Telephone: 01134279373 email: [jay@learninginnovations.co.uk](mailto:jay@learninginnovations.co.uk)

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## Funding

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We will use your personal data to process or to support any application made for funding associated with your learning. For these purposes we will share the information you supply with the ESFA who may in turn share it with the European Social Fund, or other government agencies that may provide funding for your course.

We may also share it with the Office for Standards in Education, Children's Services and Skills (Ofsted).

At the point this information is collected you will be asked to indicate if you do not wish to be contacted by the Education Skills Funding Agency or its partners in respect of courses, surveys and research. You can change your choices at any time by talking to your tutor.

Please read the ESFA Privacy Notice <https://www.gov.uk/government/publications/esfa-privacy-notice>



## Learner File

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When you start your learning we will create a Learner File and Individual Learning Plan (ILP) to hold the documents which relate to your learning and evidence of proof of identity and funding eligibility. As you progress through your learning other documents such as initial assessment outcomes, summary of learning needs and reviews will be held on this file. The file is paper-based at our offices and on your online portfolio (see below).

Communications between you and your tutor using any of the tools or functions we make available to you including unopened messages may be monitored by Learning Innovations' staff to check the quality of tutor support. Learning Innovations' staff and auditors may also access these communications when we want to investigate or audit learner funding arrangements.

## Third parties

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To ensure you can start and complete a learning programme, be certificated for your achievement and enjoy a quality assured programme of learning we need to share your information with third parties, including:

**Awarding Organisations;** Your information will be shared with awarding organisations for the elements of your qualification including accredited competence and skills qualifications and functional skills.

We will enter your information onto an online e-portfolio and assessment system which holds your information and everything connected to your qualification and its delivery. Access to this system is secure and only you, us and the awarding organisation have access to the information. Using this system you can access all information we hold on you.

**Assesment Organisations;** including cognitive assessment, initial assessments and end point assessment. Any external companies we use are responsible for protecting the data they hold on individuals.

**Quality Assurance Organisations and ESFA reporting:** We partner with West Yorkshire Learning Providers (WYLP) for quality assurance purposes. We allow WYLP access to your information for quality monitoring purposes. In addition WYLP host the software platform (PICS) we use to input your information and this platform directly shares your information with the ESFA as described above. WYLP and the software company who provide PICS are responsible for protecting the data they hold on individuals.

**Survey Software Providers:** You will periodically be sent feedback surveys. This will be via an online platform that is accessible only by us. You are not obligated to complete any survey but any data you choose to share will be accessed and utilised by us but held by the software provider who are responsible for protecting the data they hold on individuals.

## Protecting your personal information

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We are registered as a data controller and processor in line with the GDPR and UK Data Protection Act, 1998. As a registered data controller, we are required to take appropriate technical measures to protect your personal information including making a regular backup of our system and data. We have security measures in place to make sure any personal information we collect is secure.

Any systems we provide you access to or utilise for the purposes of reporting to ESFA are owned and maintained by third party organisations who have separate privacy, security and data protection policies which ensure your safety. We are not responsible for the privacy policies of other companies. These systems are password protected. If you think someone else knows your password, or is using it, tell us immediately and change your password.

All parties with access to your information are subject to confidentiality obligations.

Even though we take appropriate technical steps to protect your security, you should remember that data transmission over the internet cannot always be guaranteed as 100% secure so you use the website at your own risk.



## Keeping your personal data

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We keep personal data and Learner Files:

- for as long as is necessary to fulfil the purposes we collected it for;
- as required by law; or
- to enforce or defend legal claims.

Sometimes we will keep information that you have deleted, for example messages sent by you to your tutor, as a record of your learning experience. We will keep this information in line with the above.

## Your rights

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You have the right to:-

- ask for a copy of all the information we hold about you (we will charge you a small fee for this) and to correct any inaccuracies. To obtain a copy of this information, email us;
- challenge the accuracy of data held about you.
- take steps to prevent your personal data being processed if the processing is likely to cause you substantial damage or substantial distress which is unjustified.

