



## Privacy Notice

### October 2017 Privacy Notice Legal

Burton and South Derbyshire College (BSDC), a further and higher education provider is, for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (the GDPR) from May 2018, registered as a data controller for personal data and other third parties contracted to process data for the Education Skills Funding Agency (ESFA) and the Higher Education Funding Council for England (HEFCE). BSDC's Data Protection registration can be viewed on the [Information Commissioner's website](#).

### Changes to this Privacy Notice

BSDC may amend this Privacy Notice from time to time. If we make any substantial changes in the way we use your personal information we will make that information available by amending this notice.

### Children and privacy

BSDC does not knowingly solicit personal information from children under the age of 13 or send them requests for personal information.

### Sharing data

BSDC generally collects data on behalf of the ESFA for the purposes of fulfilling the Secretary of State's statutory functions. Where BSDC shares data with a third party who undertakes work for BSDC, BSDC requires that the sharing is undertaken under contract and is subject to a data sharing agreement, specifying the secure management of the data.

Data might also be shared with other bodies, as informed to learners, for the purposes of those organisations fulfilling their own statutory purposes. Such sharing is undertaken using a standard data sharing agreement for specified legitimate and restricted purposes.

In the event that the College or other training provider is unable to continue the delivery of training funded by the ESFA (for example, where a training provider is a limited company that is dissolved), the ESFA will endeavour to make arrangements for secure transfer of information, including the learner's personal data, from the former training provider to another training provider to support the learner in their continued learning.

### Security

The security of BSDC's systems which process and store data are regularly reviewed in accordance with Government requirements, and assessments and checks promoted by the Information Commissioner's Office. Data is securely deleted when it is no longer required for the purposes collected.

### Questions or concerns about personal data

If you have any questions or concerns about our collection, use, or disclosure of your personal information, please write to Data Enquiry, Chief Executive's Office, BSDC, Lichfield Street, Burton on Trent, DE14 3RL.

## **Learner data**

Learner data is collected by BSDC in accordance with the terms and conditions of funding imposed on providers of learning, for example, Further Education colleges and private training organisations. The data collected from learners is processed by BSDC, as explained in the Privacy Notice issued by providers to each learner.

The data is primarily used by the ESFA and the DfE to perform statutory functions on behalf of the Secretary of State as set out in the Apprenticeships, Skills, Children and Learning Act 2009 and for the exercise of functions of the Crown, a Minister of the Crown or that government department.

Information provided by learners may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education, training, employment and well-being. Other organisations include the Department for Work and Pensions, Local and Combined Authorities in England, the Greater London Authority, the Higher Education Statistics Agency, the Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Department for Education, or partners of those organisations.

The learner data processed by BSDC is known as the Individualised Learner Record (ILR). The specification and standards for the ILR are published for each academic year (1 August – 31 July) by the ESFA.

Learner data is also collected and supplied to the Learning Records Service, a part of the ESFA. This personal data is used by the ESFA to issue learners with a Unique Learner Number (ULN), and to create and maintain the Personal Learning Record. Information held in the Personal Learning Record is shared with third parties such as providers of learning.

Further details of how this personal data is processed for these purposes are published for the Learning Records Service.

## **Apprenticeships**

As part of this service, individuals can apply for and be kept informed of apprenticeship opportunities. Personal data is processed to match registered candidate requirements to vacancies for apprenticeships, including for those employers or providers offering a guaranteed interview scheme. Learning providers may act on behalf of employers to sift and shortlist candidates for interview that meet the criteria set by the employer. This service also enables BSDC and organisations funded to deliver the National Careers Service, and the Department for Work and Pensions (including Jobcentre Plus), and their employees or agents to search for apprenticeship vacancies and pass details to citizens and clients for the purpose of providing careers advice and guidance.

## **Mailing lists and forums**

Users of mailing lists and forums must register separately for these services. These services are free and on the whole will only require registration when posting messages. Details of how to register and remove personal details from mailing lists and forums are located with the mailing lists.

Do not register for these services if you do not want other subscribers to BSDC mailing lists and/or forums to have access to your email address. Subscribers should only use these services for authorised purposes, and should under no circumstances divulge the email addresses of other subscribers to unconnected third parties.

Any unauthorised use may result in the offending subscriber's subscription being cancelled and, depending on the severity of the unauthorised action, the commencement of civil proceedings against the offender. If any subscriber is unsure as to whether or not a particular course of action is authorised, he/she should contact BSDC in the first instance.

The views and opinions expressed in any email either to a notice board or to a subscriber's personal e-mail address are the author's own and may not reflect the views and opinions of BSDC. In addition, BSDC cannot be held responsible for any acts or omissions of subscribers or for any breaches of data protection legislation by subscribers.

### **European Social Fund**

The ESFA funds education and training programmes in England for reducing unemployment and improving the prospects of people in work with support from the European Social Fund (ESF).

ESF pays half the costs and the ESFA matches this with government funding for education and training. Personal data for ESF directly funded learners is collected for the Department for Work and Pensions (DWP) and is used to monitor and report on the effectiveness of the programme. Other learners, from the ESFA's own work related programmes, are matched to ESF participants, for the same purposes and are called match learners. Both Direct and Match learners may be contacted by the ESF English Managing Authority, the DWP or its agents to carry out research and evaluation to inform the effectiveness of the programme. For direct funded learners on ESF programmes, both the DWP and the ESFA are data controllers. Further information on the ESF programme is available on GOV.UK.