



Privacy Notice for Learners (compliant with GDPR)

Data controller: Inter Training Services Ltd
2 London Road, Horndean, Waterlooville, Hampshire PO8 0BZ
T 02392 591666

Data Management Officer: Victoria Kirton victoria@its.ltd.net

The categories of learner information we collect, hold and share include:

- **Personal information** - such as name, date of birth, unique learner number, address, GP's name, emergency contact information
- **Characteristics** - such as ethnicity, nationality, free school meal eligibility, learning support eligibility, health conditions
- **Attendance information** - such as sessions attended, breaks in learning, number of absences and absence reasons
- **Progression and achievement** – such as qualifications achieved, meeting targets, completing work that is set, assessments and tests attempted

Why we collect and use this information

We use learner data to:

- support learning
- monitor and report on learner progress
- identify and provide appropriate support
- assess the quality of our services
- comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use learner information under Article 6 of GDPR 'processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract', and from Article 9 'processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject'.

Collecting learner information

Whilst the majority of learner information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing learner data

We hold learner data for a minimum of 6 years after the leaving date unless the programme was co-funded by the European Social Fund, in which case they will be held until 31/12/2030. Records of learners who started training from 01/05/2017 are not co-funded by the ESF and are destroyed after 6 years. Records of learners who started training from 01/01/2018 are co-funded by the ESF and so are held until 31/12/2030.

Who we share learner information with

We routinely share learner information with:

- the Education and Skills Funding Agency (ESFA)
- Awarding organisations such as City & Guilds
- Providers of online learning resources such as bksb
- End Point Assessment (EPA) organisations

Why we share learner information

We do not share information about learners with anyone without consent unless the law and our policies allow us to do so. We share learners' data with the Education and Skills Funding Agency on a statutory basis. This data sharing underpins funding and the measurement of qualification achievement rates and other performance measures.

FE data library

The FE data library is owned and managed by the Department for Education (DfE) and Education Skills and Funding Agency (ESFA) and contains information about those undertaking apprenticeships in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including colleges, independent training providers, local authorities and awarding organisations.

We are required by law, to provide information about our learners to the ESFA as part of statutory data collections. The DfE or ESFA may share information about our learners from the FE data library with third parties who promote the education or well-being of young people in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE and ESFA have robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE or ESFA releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to learner information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Consent form for image use

During training programmes and other hairdressing related activities, pictures and/or videos may be taken. We may like to use these in presentations, in our own booklets, newsletters, publicity, website or social media.

I understand that:

- images will be held in accordance with the Data Protection Act / General Data Protection Regulation
- I can ask ITS to stop using my images at any time, in which case they will not be used in future publications but may continue to appear in publications already in circulation.

Requesting access to your personal data

Under data protection legislation, parents and learners have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your son's/daughter's evidence record, contact:

Victoria Kirton, Administrator and Data Management Officer on 02392 591666 or email Victoria@its-ltd.net

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Victoria Kirton, Administrator and Data Management Officer

T - 02392 591666

Email - Victoria@its-ltd.net

Privacy Notice for Learners

Learner name: _____

Confirmation of Consent

In the event of any images of me being taken, I consent to them being used for educational purposes.	Yes/No
I understand that if I am easily identifiable (e.g. a close facial shot) I will be informed first.	Yes/No
I consent to the images being used on the ITS website.	Yes/No
I consent to the images being used on ITS social media accounts.	Yes/No

Learner signature _____ Date _____

Signature of parent/carer if learner is under 18 years of age or is under the age of 25 and has an Education, Health and Care Plan

Parent/carer signature _____ Date _____

Please print name _____