

# DATA PROTECTION POLICY

## **Definition (Personal Data and Sensitive Personal Data)**

When collecting personal data from candidates, centres must ensure that its learners are aware of what will be collected and how it will be used. This can be done using a data protection notice.

## **Action**

The Data Protection Act (2018) and General Data Protection Regulation (2018) requires centres to ensure that the Personal Data and Sensitive Personal Data they hold are accurate and up to date. Records should be updated regularly – at least once a quarter – and the ILM is to be notified straightaway if there is any change or correction to any Personal Data or Sensitive Personal Data that was previously disclosed to them.

## **Data Protection Notice (for learners)**

We, Christine Laverock Training Services are required to comply with the provisions of the General Data Protection Regulation (2018) in relation to how we handle any personal data we obtain from you. Any personal information we gather will only be used in the context of the business we conduct with you. We may also collect Sensitive Personal Data about you but only with your explicit consent in advance.

We may process all the information we obtain from you to enable us to fulfil our contractual obligations to you and we may request further information from third parties or disclose your details to other selected third parties, such as ILM, City & Guilds or their regulators or industry bodies.

We may from time to time email or post to you [or your organisation] details of products or courses we believe may be of interest to you. If you no longer require such information or you have provided us with any information that you no longer wish us to use, please email us on [training@christinelaverock.co.uk](mailto:training@christinelaverock.co.uk)

In disclosing your personal details to us, you agree that we may process and in particular may disclose your Personal Data:

- ⊗ as required by law to any third parties
- ⊗ to selected third parties who may process Personal Data on our behalf
- ⊗ to third parties such as ILM who may use your personal data or sensitive personal data (as appropriate) to:

- enable us to fulfil our contractual obligations to you – for example by providing you with an examination certificate;

- contact you directly about events, courses, programmes, or ILM membership
- carry out statistical analysis
- pass to their regulator or industry bodies to (1) monitor equal opportunities relating to ethnicity or disability, or for other such monitoring purposes or to (2) account for learners where there is a requirement to do so, or to (3) meet their requirement to contact you directly and the information is not readily accessible from any other source
- provide or arrange prizes, remuneration and awards
- contact you about your ILM studying membership.

If we pass your Personal Data to ILM it:

- may transfer your Personal Data outside the European Economic Area (EEA) and if that is the case they will make every reasonable effort to ensure that any transferred data receives the same protection as if it would within the EEA.
- undertakes that it and its staff will take every reasonable step possible to protect the confidentiality and security of all material it receives, to carry out its various responsibilities.

You have the right to have us correct any inadequacies in the personal details we hold about you, and to object to any direct marketing we carry out using your personal details. You also have the right to ask for a copy of the information we hold in our records, in return for a small fee of not more than £10. Please contact us at *5 Haughgate Close, Woodbridge IP12 1LQ* if you want a copy of the personal data we hold about you.

The following information is given to each candidate as part of their induction to comply with this policy.

### ***Unique Learner Number***

*All learners will be provided with a Unique Learner Number (ULN) if they don't already have one. This will be used to create a Personal Learning Record which will be registered with the Learning Records Service and operated by the Learning Skills Council (LSC). A ULN is a ten digit reference number and is unique and individual to each person. It will enable a central record to be maintained of credits awarded. These can count towards qualifications with other awarding bodies.*

### ***Data Privacy Notice***

*Your Personal Learning Record will include information about your qualifications plus learning achievements that you may collect throughout your lifetime of learning.*

*Your record will help you to confirm to others, what you have learned, where and when. It will also help you identify other areas of learning to help you progress towards your own goals. Please note that **you will always be in control** of who accesses your Personal Learning Record for the*

*Qualifications and Credit Framework (QCF). Only you can give them permission to view the information.*

*Your Unique Learner Number (ULN) will also be used to collect and share information amongst education related organisations. Such information includes qualifications, awards, certificates, work-based training and learning (this is also called achievement and participation data). Your Personal Learning Record will be a lifelong record of your participation, learning and achievement in education. Your Personal Learning Record will be accessible to you, plus to organisations linked to your education and any other organisations you allow to view your Personal Learning Record for the purposes of advice and guidance. This could include Next Steps, careers advisors, college registration and course enrolment staff and future employers if you give them access.*

This policy shall be the subject of a three year review cycle or as necessary.