



GDPR PRIVACY NOTICE

Last updated October 2021. Next Review Date: September 2022

GDPR Privacy Notice

This privacy notice explains how Learning and Development Bureau (LDB) uses any personal information which you provide to us which explains what happens to any personal data that you provide to us, or that we collect from you whilst you visit our site.

Your personal information is used by us to exercise our official authority to provide Training, apprenticeship, further and higher education services within the legislative framework. We also have requirements placed on us by the Department for Education (DfE), and the Education Skills Funding Agency (ESFA).

Who processes your information?

LDB is the data controller of the personal information you provide to us. This means LDB determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed. LDB is registered with the Information Commissioner (www.ico.org.uk) for the purposes of providing education, support and general advice to our students.

In some cases, your data will be shared with a third party processor who will be required to comply with the GDPR requirements, this will be done with your consent, unless the law requires LDB to share your data. Where LDB shares data with a third party processor, the same data protection standards that LDB upholds are imposed on the processor. Olabisi Kalejaye is the data protection officer. Her role is to oversee and monitor LDB's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01634540669 or o.kalejaye@learninganddevelopmentbureau.org.uk

Why do we collect and use your information?

LDB holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet statutory requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- ❖ Article 6 and Article 9 of the GDPR
- ❖ Apprenticeships, Skills, Children and Learning Act 2009
- ❖ To create and maintain a unique learner number (ULN) and a personal learning record (PLR)
- ❖ To support student learning
- ❖ To monitor and report on student progress
- ❖ To provide appropriate pastoral care
- ❖ To assess the quality of our service
- ❖ To comply with the law regarding data sharing
- ❖ To safeguard students

Which data is collected?

The categories of student information that LDB collects holds and shares include the following:

- ❖ Personal information: this includes name, date of birth, address, qualifications, next of kin (and places of work, if relevant), telephone numbers plus a photograph.
- ❖ Characteristics – e.g. ethnicity, language, nationality, country of birth and free LDB meal eligibility.
- ❖ Details concerning health – for instance whether they are diabetic, suffer from asthma etc.
- ❖ Details of any disabilities which might have an impact on your academic study e.g. dyslexia.
- ❖ Details about academic performance, expected and actual results, references and attendance.
- ❖ A copy of the Learner's Agreement.
- ❖ Copies of any other related agreements – e.g. use of IT, permission to attend trips.
- ❖ Details of any meetings held with family/and or external agencies.
- ❖ Details of any change of course taken.
- ❖ A copy of any Leavers' Form and, if required, Early Leavers' Form.
- ❖ Details of any certificates/assessments held concerning academic progress, e.g. reports, referrals.
- ❖ Personal details required for examination entries and any other communications with examination boards.
- ❖ Details of any disciplinary meetings held with members of staff.

Whilst the majority of the personal data you provide to LDB is mandatory, some is provided on a voluntary basis. When collecting data, LDB will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, LDB will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to students at LDB and their families is stored in line with LDB's GDPR Data Protection Policy. In accordance with the GDPR, LDB does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

LDB is required to share students' data with the DfE, the ESFA and the Local Authority on a statutory basis. LDB is required by law to provide information about our students to the DfE via the ILR which is managed by the ESFA (an executive Agency of the DfE-see privacy notice at the end of this document) and contains information about students in colleges in England as part of statutory data collections. The DfE may share information about our students with third parties who promote the education or wellbeing of young people in England by:

- ❖ Conducting research or analysis.
- ❖ Producing statistics.
- ❖ Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data. LDB will not share your personal information with any third parties without your consent, unless the law allows us to do so.

LDB routinely shares students' information with:

- The relevant Local Authority who will use information to track and support learners
- The Advanced Level Performance System (ALPS)
- Examination and Awarding Bodies so that students are entered for examinations etc.
- Former Schools so that they know where their former students are studying and their achievements.

LDB also holds information relating to your religion or belief as disclosed on your application form. This information is used for statistical returns. LDB reserves the right to pass on information relating to a student, such as their academic progress and attendance, to named parents or guardians throughout the student's time at LDB, and also to involve parents or guardians in any disciplinary measures connected with the student.

What are your rights?

Parents and students have the following rights in relation to the processing of their personal data.

You have the right to:

- ❖ Be informed about how LDB uses your personal data.
- ❖ Request access to the personal data that LDB holds.

- ❖ Request that your personal data is amended if it is inaccurate or incomplete.
- ❖ Request that your personal data is erased where there is no compelling reason for its continued processing.
- ❖ Request that the processing of your data is restricted.
- ❖ Object to your personal data being processed. Where the processing of your data is based on your consent,
- ❖ you have the right to withdraw this consent at any time.

If you have a concern about the way LDB and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday, 9am-5pm.

Requesting for Information

If you would like to request any information that may be classified as confidential, this has to be done through writing or by email. Unfortunately, we cannot discuss anything considered confidential on the telephone. Please email the Data Protection Officer on 01634540669 or J.demontague@learninganddevelopmentbureau.org.uk.

Where can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer on 01634540669 or o.kalejaye@learninganddevelopmentbureau.org.uk.

Education and Skills Funding Agency-Privacy notice

How we use your personal information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations.

For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by updating your preferences at enrolment.