

Privacy Policy

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“**GDPR**”) and the Data Protection Act 2018.

Why do we collect personal information?

Basingstoke ITEC Limited collects and processes your personal data to effectively manage your learning, facilitate, support and deliver your education and to meet its statutory obligations as a Training Provider. Basingstoke ITEC Limited is committed to being transparent about how it collects and uses data and protects your privacy.

What personal information does the organisation collect?

We collect the following personal data under General Data Protection Regulations (GDPR) Article 6c (Legal Obligation), and 6e (Public Task) and the Data Protection Act 2018 in order to meet our legal obligations with the Education and Skills Funding Agency (ESFA).

They are also necessary in order for us to carry out our public task to provide education and training. We are required by the ESFA to retain this data until at least 2030:

- Details about yourself including your name, date of birth and gender
- Contact details – including address, telephone number and email address
- Details of your previous qualifications, employment and educational history
- Information about your nationality and residency, and previous address if applicable
- Information about medical or health conditions, including whether you have a learning disability or difficulty
- Ethnicity for the purposes of monitoring equality of opportunity
- Information about your family or personal circumstances
- Household information
- Employment / Unemployment status and length
- Financial information for the purpose of administering financial assistance
- Employer name and address for Apprentices
- Enrolment attendance, assessment and progress monitoring data

Other data we collect:

- Criminal convictions in order to protect learners and staff GDPR Article 6d (Vital Interest) and also in order to carry out our duty to support those with a conviction GDPR Article 6e (Public Task)
- Emergency contacts - GDPR Article 6d (Vital Interests)
- Parent/carer details for those under 18 at the start of the academic year under GDPR Article 6e (Public Task) in order to support our duty to support the education and learning as fully as possible
- Information from schools, youth offending teams, social services, police and other education providers if required for the purposes of safeguarding learners and staff in line with ‘Working Together to Safeguard Children 2015’

How is this collected?

Most of the information above is collected directly from yourself via an application, enrolment or other form. However, some information such as previous qualifications, or special needs, may be collected from other organisations such as the Department for Education (DfE), the Local Education Authority, your previous school, Youth Offending Team, Social Services, Police, Awarding Bodies and other education providers.

Where do we store data?

Data will be stored on:

- the central Basingstoke ITEC Limited systems
- paper in secure offices or on-site storage
- electronic documents within a secure network

How do we use your information?

- To provide you with the best possible opportunities to succeed
 - Process your application, arrange and provide support at interview, and inform decisions about suitability of course
 - Process your enrolment
 - Assess your eligibility for financial support
 - Set targets and monitor your progress
- Process and monitor your attendance on your course
- Ensure your health, safety and well-being
- Register you with the appropriate awarding body
- Organise professional placements
- Arrange examinations, exam access arrangements and certification
- Administration of complaints
- Enlist participation in learner surveys and learner feedback reporting
- Fulfil statutory reporting requirements for government organisations such as the Department for Education
- Monitor our responsibilities under equality and diversity legislation
- Assess and provide learning and learner support
- Monitor compliance with Basingstoke ITEC Limited regulations and policies
- Reporting/ performance monitoring
- Monitor outcome / progression
- Contact you for marketing purposes if you have provided consent
- Use your image for marketing purposes if you have provided your consent

Who has access to your data?

- Basingstoke ITEC Limited staff who need the data to provide services to you - this will include special categories of data where appropriate
- Education and Skills Funding Agency (ESFA)
- Learner Records Service (LRS)
- Local Authorities
- Police, Social Services, MASH if applicable
- Awarding Bodies, Joint Council for Qualifications (JCQ)
- Your previous school
- Parents and guardians (if under 18)
- Employers and providers of external work placements if applicable

- Employers and educational providers who have requested references (with your consent)
- Auditors
- Third party software providers – Pellcomp, Office 365, Skilsure, Digital House

Where Basingstoke ITEC Limited engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions. The third parties are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

The organisation shares your data with third parties where there is a legal obligation, including ESFA, Learner Records Service (LRS), Local Authorities for learners aged 16-18, Police, Social Services and other education providers.

We will not normally disclose any personal information about you to other external organisations without your consent, unless it is in your vital interest to do so.

ESFA Data Sharing Agreement:

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 Basingstoke ITEC Limited learners 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.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data, are available at:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

LRS Data Sharing Agreement:

The information you supply will be used by the Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record (PLR). For more information about how your

information is processed and shared refer to the Extended Privacy Notice available on Gov.UK

<https://www.gov.uk/government/publications/lrs-privacy-notice>

Do we process data outside the EEA?

Basingstoke ITEC Limited will not transfer your data to countries outside the European Economic Area. However, the e-Portfolio system used, Skilsure, uses a secured Service Centre based in Toronto Canada who is on the adequate countries list as described in Article 45, GDPR.

How does the organisation protect data?

Basingstoke ITEC Limited takes the security of your data seriously. The organisation has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. The Data Protection Policy is available to view on our website or can be obtained in a paper version by contacting a member of staff.

How long does the organisation keep data?

All data collected and processed on behalf of the ESFA will be held for as long as we are legally required to do so, currently until at least 2030. Other data will be held as long as is necessary to fulfil our duty as a Training Provider in line with our Data Retention Policy. Any data provided by consent may be deleted on the written request to the General Manager.

What rights do you have?

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require the organisation to change incorrect or incomplete data
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. Basingstoke ITEC Limited will only use “legitimate interests” as grounds for processing in a very few situations

If you would like to exercise any of these rights, please write to the General Manager with details of the data you require, feel is incorrect or would like deleted.

Who can I complain to?

If you believe that Basingstoke ITEC Limited has not complied with your data protection rights, you can complain to the Information Commissioner: <https://ico.org.uk/>

What if I do not provide personal data?

If you do not provide the data required to meet legal obligations, you will not be able to enrol on a course.

If you do not provide other information requested for example learning difficulty information, we may be unable to provide the standard of service we would like to provide, to help you succeed.

Does Basingstoke ITEC Limited use automated decision-making?

We do not make decisions based on automated decision-making.

Changes to our Privacy Policy

Our Privacy Policy is regularly reviewed and you will be notified of any changes.

Cookie Policy

The Basingstoke ITEC website is designed and managed by DigitalHouse Marketing and Design Agency - <http://www.digitalhousemd.co.uk/>

Through the use of cookies, the Digital House MD Limited can provide the users of this website with more user-friendly services that would not be possible without the cookie setting. The Internet pages of the Digital House MD Limited uses cookies. Cookies are text files that are stored in a computer system via an Internet browser.

Many Internet sites and servers use cookies. Many cookies contain a cookie ID. A cookie ID is a unique identifier of the cookie. It consists of a character string through which Internet pages and servers can be assigned to the specific Internet browser, where the cookie was stored. This allows visited Internet sites and servers to differentiate the individual browser from other Internet browsers that contain other cookies. A specific Internet browser can be recognised and identified using the unique cookie ID.

Another example is the cookie of a shopping cart in an online shop. The online store remembers the articles that a customer has placed in the virtual shopping cart via a cookie.

You, the viewer/visitor may, at any time, prevent the setting of cookies through our website by means of a corresponding setting of the Internet browser used, and may thus permanently deny the setting of cookies. Furthermore, already set cookies may be deleted at any time via an Internet browser or other software programs. This is possible in all popular Internet browsers. If the data subject deactivates the setting of cookies in the Internet browser used, not all functions of our website may be entirely usable.

Google Analytics Cookies:

<https://policies.google.com/technologies/partner-sites?hl=en-GB&gl=uk>

Google Analytics collects first-party cookies, data related to the device/browser, IP address and onsite/app activities to measure and report statistics about user interactions on the websites and/or apps that use Google Analytics.

Google Analytics uses IP addresses to derive the geolocation of a visitor, the browser type, referral source, length of visit and page views. Google Analytics uses only a portion of an IP address collected, rather than the entire address.

Where we use Google Analytics Advertising Features, Google advertising cookies are collected and used to enable features like Remarketing on the Google Display Network. Google Analytics is unable to identify a personal profile; by visiting our website, Google Analytics cannot tell us who you are.

If you would like to disable cookies on our website, please see the relevant information below:

Google Chrome:

<https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DDesktop&hl=en>

Internet Explorer:

<https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies>

Firefox:

<https://support.mozilla.org/en-US/kb/delete-cookies-remove-info-websites-stored>