



GDPR – General Data Protection Regulation – Privacy Notice 2017/18

Terms:

ATN: this refers to Adult Training Network (inclusive of all sites)

Academic Age: this refers to your age on 31st August 2017

Data Controller & Data Protection Officer

The Data Controller is Adult Training Network, Unit 3, Triangle Centre, 399 Uxbridge Road, Southall, UB1 3EJ. 0208 8574 9588/ 020 8574 0795 / www.adult-training.org.uk

The Data Protection Officer for ATN is Sarjeet Singh Gill / sgill@adult-training.org.uk / 07956484114.

The Adult Training Network is required to collect information from all its students for academic, administrative, audit, funding, health & safety, safeguarding, security, wellbeing reasons. ATN is registered under the GDPR and is committed to being transparent about the data it collects. As well as the reasons stated above, other reasons for processing your data, falls under the following legal basis's, Necessity for the performance of a contract, Compliance with a legal obligation, Protection of the vital interests of the data subject or of another natural person, Necessary for performance of a task carried out in the public interest and general consent. By signing the learning agreement you are authorising ATN to process your information for the purposes above and for any that you opt in for below. It is your responsibility to ensure that ATN has an up-to-date record of your details. This includes, changes in Name, Address, Contact Details, Next of Kin Details and Medical Details. If wish to update your details, please go to Reception who will signpost you to the correct department.

Your Details

ATN collects a range of details about yourself including, your name, date of birth, gender, address, previous address (if applicable), telephone number and email address. We also collect details of your previous/current qualifications, employment, employment status, educational history, nationality, residency and ethnicity. Your Household information is collected for the ESFA only (see below) and are not used by ATN for the enrolment purpose.

If your academic age is under 25 and you are considered a vulnerable learner,

1. ATN can send to or discuss with your Parent(s) / Carer(s) / Guardian(s) and School/Local Education Authority (LEA) regarding Attendance, Progression and Disciplinary details/data.
2. ATN can use your mobile number & the mobile number of your next of kin, to send attendance related texts.

If your employer or managing agent releases you from employment to attend ATN or pay your fees they will routinely be supplied with your attendance details and progress on the course.

Education and Skills Funding Agency Privacy Notice

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.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: <https://www.gov.uk/government/publications/esfa-privacy-notice>

Data Storage/Deletion

Your data will be stored electronically and on paper. Our electronic systems are encrypted and only authorised individuals are given access to your data where appropriate for the above purposes. Paper records are stored in a secure location, this may be onsite/offsite. Your data is kept according to the ATN's Data Retention Policy. We are required to keep your data once you have finished your course for reasons relating to Achievements, Auditing and Funding. After this time your data is appropriately destroyed.

Eligibility / Fee Remission

ATN is required by the ESFA Funding Guidance to retain copies of all non-UK/EU Passports and associated documents for verification of Eligibility to study. ATN may also retain copies of your Benefits/Bank Statements to provide evidence/reasoning for fee remission.

European Social Fund

You may be enrolled on to an Education & Skills Funding Agency (ESFA) programme that could be used as match and is therefore deemed part funded by the European Social Fund (ESF).

Your Rights

As this is your data, you have the right to access and obtain a copy of your data on request. You have the right to require ATN to change incorrect or incomplete data. You have the right to require ATN to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing. You have the right to object to the processing of your data where the organisation is relying on legitimate interests as the legal ground for processing. ATN 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 speak to our Data Protection Officer (stated above). ATN does not use any software designed to automatically make decisions that may affect you. You have the right to complain to the Information

Commissioner's Office (ICO) via post at, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. 0303 123 1113. www.ico.gov.uk

Additional Learning Support

To best support you whilst you are at ATN, you will be asked information relating to your individual needs. This means, we record any and all declared Learning Difficulties and/or Disabilities, Medical Conditions and Educational Health Care Plans. We also record if you declare any current, previous or pending criminal convictions or if you are 'under 25 years old and a care experienced young person' so we can make appropriate arrangements to support you whilst at the ATN. All information relating to Additional Learning Support is processed by our Additional Learning Support Team and kept strictly confidential. We will pass information to the police for the purpose of crime prevention and prosecution of offenders, where applicable and formally requested.

Imagery/CCTV/Security

ATN's sites are monitored by CCTV and access control barriers/doors, this is for the protection of all site(s) users. You may be asked to participate in preventative screening searches for unauthorised and illegal items / substances to maintain site security and the safety of all users of the premises. CCTV imagery may be shared with the Police, where formally requested.