



Privacy Notice For Learners



KEITS is committed to adhering to the GDPR (General Data Protection Regulations) this means that we are transparent about why we request certain data from you and what we do with that data.

What is the GDPR?

The GDPR is new legislation which will replace the Data Protection Act as of May 25th 2018.

“The EU General Data Protection Regulation (GDPR) replaces the Data Protection Directive 95/46/EC and was designed to harmonize data privacy laws across Europe, to protect and empower all EU citizens data privacy and to reshape the way organizations across the region approach data privacy”.

How do we obtain data from you?

- If you make an enquiry via our website enquiry form regarding one of our courses/ qualifications/vacancies you have to enter your contact details.
- When you undertake one of our qualifications/training we will obtain personal and sensitive data to enable us to obtain funding or process the funding for levy paying employers to support your qualification. If you are a paying for your qualification/training or taking out a loan we will obtain sensitive and personal data to enable us to register you with awarding organisations and/or the student loans company. This information is normally completed by KEITS business development consultants at your signup visit.

What type of information is collected from you?

The **personal information** we collect includes your name, address, email address, date of birth, prior attainment level, employment status and NI number. We may also require next of kin data if you are aged 16-18.

The **sensitive information** we collect on you, is your gender, ethnicity, disability, medical conditions and also safeguarding information as and when required.

Why we collect data and what we use it for:

- Obtain funding from the ESFA (Education and Skill Funding Agency) to support your course/qualification/training
- Liaise with the Student Loans Company to process your loan applications for Advanced Learner Loans
- Monitor and report on your progress
- Provide appropriate pastoral care and support to you
- Contact you with learner updates, participation in learner surveys and general learner information and news.
- To inform and report to other external agencies who we are required to disclose too
- Provide you with learner updates and information
- Notify you of any changes to our service

Location	Title	Responsibility	Date Created	Version/updated	Review Date
Learners/New Learner Start Pack	Privacy Notice for Learners	JLC	03.18	2 – May '18	03.19



Privacy Notice For Learners



Who will we share your data with? KEITS will only share your details when necessary to comply find funding and quality requirements, bestowed upon us by the below.

- **ESFA** – to obtain funding to support qualifications/courses/training. Also from time to time the ESFA may also contact learners to undertake surveys. Complete audits on us to check that all our learners are eligible for funding and to ensure the quality of provision.
- **Awarding Organisations/Sector Skills Agencies** – to register the qualifications/courses/training with them to enable you to undertake the qualification. They may also provide you with a statement of achievement or certification. They may also contact you from time to time for quality assurance purposes.
- **End Point Assessment Organisations** – For Apprentices undertaking Apprenticeship Standards.
- **Ofsted** – as a government funded training provider we are regulated/inspected by Ofsted to ensure that we are delivering quality provision to our learners.
- **LEA’s (Local Education Authorities)** – If you are aged 16-18 we are obliged to inform your local LEA when you begin or complete a course.
- **Case Workers/Parents** - We may also need to work in conjunction with your case workers and parents if you have an Educational Health Care Plan or additional needs. KEITS will also retrieve parental consent for under 18’s for you to undertake qualifications/courses/training with us.
- **Pellcomp Software & Training** – are our software providers who provide our software package “Pics” to us and enable us to process learner and employer details to up load to the ESFA to generate funding.
- **Student Loans Company** – Learners who are undertaking Advanced Learner loans will have their Unique Learner Number shared with the Student Loans Company.
- **Learner Records Service** - The information you supply is used by the Education and 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, as part of the functions of the DfE. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>
- **Red Squid** – Learners who are undertaking qualifications with KEITS will be issued with a Microsoft 365 licence by our IT support company “Red Squid”, this will give learners access to office 365 in order to liaise with KEITS for the duration of their programme.

Location	Title	Responsibility	Date Created	Version/updated	Review Date
Learners/New Learner Start Pack	Privacy Notice for Learners	JLC	03.18	2 – May ‘18	03.19



Privacy Notice For Learners



Retention of Data – As KEITS are ESF match funded we are required to hold your learner data until 2030.

Rights to be forgotten – Under the GDPR data subjects have the right to be forgotten and you can contact the data controller to request that your data is deleted. However there are restrictions on this where the right to be forgotten does not apply.

- to comply with a legal obligation for the performance of a public interest task or exercise of official authority
- for public health purposes in the public interest;
- archiving purposes in the public interest, scientific research historical research or statistical purposes; or
- to exercise or defence of legal claims.

Subject Access Requests – Anyone has the right to know what information is held on them and companies have to respond within 30 days.

Data Subject - is you, the learner.

Data Controller – is an entity that determines the purposes, conditions and means of processing personal data. KEITS, ESFA, Awarding Bodies, Ofsted, LEA are all Data Controllers.

Data Processor – is an entity which processes personal data on behalf of the controller i.e. KEITS.

Who are the ICO – The information Commissioners Office are the UK’s independent authority set up to uphold information rights in the public interest <https://ico.org.uk>

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please contact KEITS Training Services head office on 0208 327 3800 or info@keits.co.uk

I am aware that my data will be held/and or computerised by KEITS for the purpose of education and industry links. These details may be disclosed to the organisations or individuals which have been named above and KEITS are obliged to consult with.

Name:

Signature:

Date:

Location	Title	Responsibility	Date Created	Version/updated	Review Date
Learners/New Learner Start Pack	Privacy Notice for Learners	JLC	03.18	2 – May '18	03.19