

### **Why do we collect personal information?**

- The TEC Partnership collects and processes data relating to its learners to effectively manage learning and to meet its statutory obligations as a FE college in accordance with UK GDPR and DPA 2018. The TEC Partnership is committed to being transparent about how and why it collects and uses that data and to meeting its data protection obligations.
- The TEC Partnership gratefully acknowledges support from the Local Skills Improvement Plan (LSIP) for some of its provision. Adult and apprenticeship provision may be part-financed by the Local Skills Improvement Plan. LSIP supports activities to extend employment opportunities and develop a skilled workforce.
- The TEC Partnership consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, East Riding College, Career 6, The Academy Grimsby, Learning Centre, NET and Modal.

### **What personal information does the organisation collect?**

1. The TEC Partnership collects and processes data using Article 6, Lawfulness of processing and Article 9, Processing of special categories of personal data as part of the UK GDPR Regulations:
2. We collect emergency contact details (Vital Interests). For those over 18 at the start of the academic year, the information is optional.
3. We collect parent/carer details for those under 18 in order to meet our public duty to support education and learning as fully as possible.
4. We ask permission to access learning and achievement records collected by UK education bodies. Access to this information assists in confirming achievement and avoids having to present evidence of achievement on enrolment or progression.

### **How is this collected and stored?**

Most of the information above is collected directly from yourself via an application or enrolment form. However, some information such as previous qualifications, or special needs, may be collected from other organizations such as the DfE, the Local Education Authority, or your previous school. Data will be stored in a range of different places, including the student information management systems, on paper in stored secure places, or on electronic documents within a secure network.

### **How long will you keep data for?**

All data collected and processed will be held for as long as is necessary to fulfil our duty as a college:

- Application data is held for 3 years following the academic year in which you apply.
- Application data for apprentices is held for 1 year following the academic year in which you apply.
- 14-18 year olds funded through the Education and Skills Funding Agency (ESFA) is held for 6 years following the current academic year).
- Adult learners and apprentices funded through the ESFA, are held until specified by the ESFA.

- Higher education learners funded through the Office for Students (OfS), is held for 6 years following the current academic year with transcripts being held for 120 years from date of birth
- Full cost provision is held for 6 years following the current academic year unless awarding body requirements state otherwise.
- Data relating to visits and trips is held for 3 years

### **Who has access to data?**

Information is shared internally, with any TEC Partnership staff who need access to the data. . We may need to share your information with LEA schools in order to meet statutory reporting obligations

The TEC Partnership shares data with organisations to fulfil its contractual and legal obligations such as:

- Funding organisations such as ESFA and OfS
- Awarding Bodies
- Local Authorities
- Police
- Healthcare, social and welfare organisations
- HMRC

Where the TEC Partnership engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with GDPR legislation. Further information on sharing can be found at <https://tecpartnership.com/policies/>

### **What rights do you have?**

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

- Obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Request for your personal data to be deleted, for example, where you believe the data is no longer necessary;
- Stop your data being processed, for example, withdrawing your consent;
- Object to the processing of your data, for example, how your data is being used;

Requests should be sent to the Data Protection Officer – [dpo@tecpartnership.ac.uk](mailto:dpo@tecpartnership.ac.uk)

To view the full copy of the learner privacy statement please visit

<https://tecpartnership.com/privacy-policy/>

**Your commitment:** I confirm the information given on this form is correct and I declare that I have correctly identified my prior qualifications.

I am aware of the TEC Partnership's fees and charging policy - I understand that if I have declared false information in regards to fee payment or circumstances which effects funding eligibility, the Tec Partnership may act against me to reclaim the tuition fees and any support costs provided, this will include sharing your accounts information with debt recovery organisations.

I understand that should the source of funding that I have indicated on this form not pay my fees then I will be responsible in full for the total outstanding debt. If I am being sponsored by an employer, TEC Partnership must be provided with a letter of authorisation from the employer; if this is not received the Tec Partnership<sup>1</sup> will invoice the learner for payment. If the employer refuses payment, the student will be invoiced for the full amount; which is payable within 28 days. Should I leave an employer part way through a course and the employer refuses to pay, I undertake responsibility for the payment of fees

Please be advised that if courses are running on a full cost basis, they may be available at other training providers with alternative funding routes and should there be insufficient enrolments on a course, it may not go ahead.

If you are enrolling to a Gateway Qualification the awarding body may make minor changes to the qualification while you are undertaking it or transfer that qualification to another awarding organisation. If at any point this happens the TEC Partnership will notify you of any changes.

I understand that the TEC Partnership reserves the right to contact your parent or guardian regarding your progress for students aged 18 and under at the start of the programme. If your enrolment is employer led for example your employer is paying your employer can be given information regarding your progress if they request it.

### **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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.

We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information

about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter

(<https://www.gov.uk/government/organisations/department-for-education/about/personalinformation-charter>) and the DfE Privacy Notice

(<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adulteducation>)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form  
[https://form.education.gov.uk/service/Contact\\_the\\_Department\\_for\\_Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

### **Learner Record Service**

The information you supply is used by the Learning Records Services (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Recorded, please refer to:

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

### **The Greater Lincolnshire Combined County Authority (GLCCA)**

Adult skills privacy notice. For more information about how your personal data is used visit:

<https://www.lincolnshire.gov.uk/directory-record/95352/glcca-adult-skills---privacy-notice>