

# COMMUNITY LEARNING AND SKILLS

 	<p><b>Who are we?</b></p> <p>We are Kent Training and Apprenticeships, and we are part of Kent County Council (KCC).</p> <p>Kent Training and Apprenticeships is the training provider, who is delivering your tutoring and support through your apprenticeship programme or work-based learning.</p>
	<p>This is a shorter easy read document of the full privacy notice.</p> <p>You can read the full <a href="#">Privacy Notice on Kent Adult Education</a>.</p>
	<p>We have to take care of your personal information and tell you:</p> <ul style="list-style-type: none"> <li>• What personal information we collect</li> <li>• How we collect personal information about you</li> <li>• The reasons we can collect and use your personal information</li> <li>• How long we will keep your information for</li> <li>• How we use the information</li> <li>• Who we will share it with</li> </ul> <p>This is called a Privacy Notice and we must give you this information by Law.</p>
	<p>These laws are called the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).</p> <p>Kent County Council (KCC) collects, uses and is responsible for certain personal information about you.</p> <p>We are responsible as ‘controller’ of that personal information and our Data Protection Officer is Benjamin Watts.</p>

## What personal information do we collect?

Personal information is information about you, and we collect the following:

- Your contact details (such as your name, address, telephone number and e-mail)
- Your date of birth
- Your Unique Learner Number (ULN)
- Your National Insurance Number
- Your emergency contact details or next of kin (such as the details of your parents/guardians or close contacts)
- Attendance or engagement information (how many times you have come to class or completed learning activities and if you have been absent for any reason)
- The results of any of your qualifications or courses both from school/college or those you gain through studying with us
- Your employment history and current employment details.
- Destination and progression information (what you do after you have finished your Apprenticeship or Work-based learning with us)



We also collect the following 'special category data' (personal data which is more sensitive and is treated with extra care and protection)

- Information such as your nationality, country of birth, and racial or ethnic background.
- Information about any health conditions, disabilities or learning difficulties that may apply to you.
- Information about you and your circumstances, including any health and safety concerns that may be relevant.
- Information about current criminal convictions and offences, allegations, or related security measures/incidents



## How we get your personal information

Most of the information we have about you is given to us by you, when you enrol on one of our courses, but sometimes we may get information from other people such as:

- Your school, college, university, or training provider
- Your place of work or work experience
- Local authorities
- Examination boards, Awarding bodies or End Point Assessors (EPA)
- The Department of Education (DfE) and the National Pupil Database
- Specialist assessors who may provide information/advice on any support requirements you may need.



## Reasons we can collect and use your information

### If you are aged under 19

We collect and use your information because we are required to by law. These laws are:

- 537A of the Education Act 1996
- Section 83 of the Children Act 1989.
- 507B of the Education Act 1996.
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013



### If you are aged 19+

We collect and use your information under the lawful basis of legitimate interests

Our legitimate interests are to process your personal information so that we can offer you the best possible learning experience. To be able to claim the relevant funding from authorities for our courses and evaluate the services we provide.

We collect and use sensitive information for reasons of public interest. These are:

- Equality
- Safeguarding of children and individuals at risk

## How long do we keep your information for?

We will keep your information for up to 14 years from your last enrolment or for as long as the law tell us it must be kept for.

When we don't need it anymore, we will either delete it off our systems or destroy it.

We make sure that when we delete or destroy your information it is done properly, and we follow what the law says we must do, so your information doesn't get lost or seen by anyone who isn't allowed.

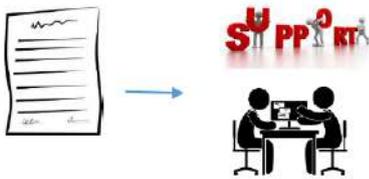
We must share personal information with the Police if we are asked to by law.



## How we use your information

We use your information to:

- Process your application for advertised apprenticeship vacancies
- To support you and liaise with potential employers, towards an interview/employment if you have applied for an apprenticeship vacancy through us.
- To refer you to other learning departments, such as Study Programmes or English and maths if your apprenticeship application does not meet the current criteria to proceed.
- Enrol you on your chosen courses or learning
- Provide you with access to IT equipment and on-line applications for your learning.
- To provide you with support for your learning, including conducting regular reviews with you and your Employer.
- To register you with Awarding organisations, Examination boards, and End Point Assessment organisations.
- To access funding through your employers Digital Apprenticeship Service (DAS) account.
- To ask you for feedback so we can evaluate, or quality assure our services.
- To offer you other learning or courses which may be appropriate to you if you have said we can.
- To register you with the National Pupil Database if required
- To find out what you are doing after you have left us, this is sometimes called destination and progression.
- To see if you have attended any required tutorials and/or engaged with learning or are absent for any reason.
- To look into any complaint, health and safety or safeguarding concerns.
- To help train our staff on our systems and how to do an enrolment



## Who we will share your information with

We might share your personal information with:

- Local Authorities, such as other teams within KCC
- Schools, colleges, or other training providers
- Partners we trust, which may include doctors and nurses, other councils, and the Courts
- The government, including the DfE, National Pupil Database and the Education Skills Funding Agency (ESFA)
- Awarding Organisations, Examination Boards and End Point Assessment Organisations.
- Potential employers if you have applied for a vacancy through us.
- Your employer or work placement
- Ofsted or Matrix assessment
- Specialist assessors who may provide information/advice on any support requirements you may need





## Keeping your personal information safe

We have security which prevents information from being accidentally lost or used in the wrong ways.

We only let people see your information if they have a work reason to know it.

Anyone seeing your information must do it confidentially. This means that they must not share it unless there is a good reason, such as if you or somebody else's safety is at risk.



## Your rights

Under the UK GDPR you have rights. For free, you can:

- Know what we are doing with your information and why we are doing it.
- Ask to see what information we have about you (Subject Access Request).
- Ask us to correct any mistakes in the information we have about you.
- Object to direct marketing
- Make a complaint to the Information Commissioners Office (ICO)

If you have any concerns about how your data is used or you would like to exercise your rights, please speak to your Tutor, or [contact us via email](#).



## To make a complaint to the ICO

If you feel that your concerns or requests have not been dealt with properly you can contact the ICO on their website via the [Your Personal Information Concerns](#) page.

Or by telephone: 0303 123 1113