



# Skills Funding Agency

## Privacy Notice

### Legal

The Chief Executive of Skills Funding (“the Chief Executive”) is a corporation sole – a statutory office created under the Apprenticeships, Skills, Children and Learning Act 2009 (“the Act”). Under the Act, the Chief Executive may appoint Crown Civil Servants to assist her in fulfilling her statutory remit. The Chief Executive and these employees are commonly and collectively referred to as the Skills Funding Agency. For the purposes of the Data Protection Act 1998, the Chief Executive is registered as a data controller for personal data processed by the Skills Funding Agency and other third parties contracted to process data for the Chief Executive. The Chief Executive’s Data Protection registration can be viewed on the [Information Commissioner’s website](#).

### Changes to this Privacy Notice

The Skills Funding Agency may amend this Privacy Notice from time to time. If we make any substantial changes in the way we use your personal information we will make that information available by amending this notice.

### Children and privacy

The Skills Funding Agency does not knowingly solicit personal information from children under the age of 14 or send them requests for personal information.

### Sharing data

The Chief Executive generally collects data for the purposes of fulfilling her statutory functions. Where the Chief Executive shares data with a third party

who undertakes work for the Chief Executive, the Chief Executive requires that the sharing is undertaken under contract and is subject to a data sharing agreement, specifying the secure management of the data.

Data might also be shared with other bodies, as informed to learners, for the purposes of those organisations fulfilling their own statutory purposes. Such sharing is undertaken using a standard data sharing agreement for specified legitimate and restricted purposes.

### **Security**

The security of the Chief Executive's systems which process and store data are regularly reviewed in accordance with Government requirements, and assessments and checks promoted by the Information Commissioner's Office. Data is securely deleted when it is no longer required for the purposes collected.

### **Questions or concerns about personal data**

If you have any questions or concerns about our collection, use, or disclosure of your personal information, please write to the Skill Funding Agency's Information Rights Manager, Cheylesmore House, Quinton Road, Coventry, CV1 2WT.

### **Learner data**

Learner data is collected by the Chief Executive of Skills Funding as required under contractual funding arrangements and financial memorandums with providers of learning – for example, Further Education colleges and private training organisations. The data collected from learners is processed by the Skills Funding Agency, as explained in the Privacy Notice issued by providers to each learner.

The data is primarily used by the Chief Executive of Skills Funding to perform her statutory functions as set out in the Apprenticeships, Skills,

Children and Learning Act 2009. Where personal data is required for the Department for Education (including its Executive Agency, the Education Funding Agency) or any of its successor bodies, to perform its statutory functions, this data is collected and processed on behalf of the Department for Education, or its successor bodies.

Information provided by learners may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education, training, employment and well-being. Other organisations include the Department for Business, Innovation and Skills, the Department for Works and Pensions, Local Authorities in England, the Higher Education Statistics Agency, the Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Chief Executive of Skills Funding, or partners of those organisations.

The learner data processed by the Chief Executive is known as the Individualised Learner Record (ILR). The specification and standards for the ILR are published for each academic year (1 August – 31 July) by the Skills Funding Agency.

Learner data is also collected and supplied to the Learning Records Service, a part of the Skills Funding Agency. This personal data is used by the Chief Executive to issue learners with a Unique Learner Number (ULN), and to create and maintain the Personal Learning Record. Information held in the Personal Learning Record is shared with third parties such as providers of learning with the consent of the learner.

Further details of how this personal data is processed for these purposes are published for the Learning Records Service.

## **Apprenticeships**

As part of this service, individuals can apply for and be kept informed of Apprenticeship opportunities. Personal data is processed to match registered candidate requirements to vacancies for Apprenticeships, including for those employers or providers offering a guaranteed interview scheme. Learning providers may act on behalf of employers to sift and shortlist candidates for interview that meet the criteria set by the employer. This service also enables the Chief Executive and her staff and organisations contracted by him to deliver the National Careers Service, and the Department for Works and Pensions (including Jobcentre Plus), and their employees or agents to search for apprenticeship vacancies and pass details to citizens and clients for the purpose of providing careers advice and guidance. Full details of what personal data is collected and how it is processed is included when individuals register for this service on the [Apprenticeships website](#)

## **National Careers Service**

The Chief Executive of Skills Funding encourages participation within further education and learning through the provision of career information and advice services. Data is collected to enable delivery of the services requested. Some optional demographic information (for example, ethnicity, declared disability) is requested to enable the Chief Executive to monitor the performance of the service against equality and diversity objectives, and to ensure that the Skills Funding Agency is targeting the service to meet priority audience groups. A Lifelong Learning Account can be created and maintained for individuals to assist in receiving the service and removing the need to repeatedly request the same information. For the purposes of protecting personal information stored in the Lifelong Learning Account, individuals are required to answer security questions to access their own information.

Further details about the service are provided on the [National Careers Service website](#).

### **Mailing lists and forums**

Users of mailing lists and forums must register separately for these services. These services are free and on the whole will only require registration when posting messages. Details of how to register and remove personal details from mailing lists and forums are located with the mailing lists.

Do not register for these services if you do not want other subscribers to Skills Funding Agency mailing lists and/or forums to have access to your email address. Subscribers should only use these services for authorised purposes, and should under no circumstances divulge the email addresses of other subscribers to unconnected third parties.

Any unauthorised use may result in the offending subscriber's subscription being cancelled and, depending on the severity of the unauthorised action, the commencement of civil proceedings against the offender. If any subscriber is unsure as to whether or not a particular course of action is authorised, he/she should contact the Skills Funding Agency in the first instance.

The views and opinions expressed in any email either to a notice board or to a subscriber's personal e-mail address are the author's own and may not reflect the views and opinions of the Skills Funding Agency. In addition, the Skills Funding Agency cannot be held responsible for any acts or omissions of subscribers or for any breaches of data protection legislation by subscribers.