



# Skills Funding Agency

## Privacy Notice; Guidance for schools and training institutes and Awarding Organisations

### Overview

To meet the requirements of the Data Protection Act 1998, schools, colleges and learning/training institutes are responsible for issuing a copy of the Privacy Notice to learners and/or parents/guardians summarising the information held on record about them, why it is held and the third parties the data may be shared with.

The Learning Records Service provides two recommended text versions of the Privacy Notice Text: Shortened Text and Extended Text. The following wording should be included in the Learning Providers / Learning Advisors / Awarding Organisations' own Privacy Notice where the organisation has a direct relationship with the learner.

**We are making available this standardised text in word format for you to copy and paste into your own administration systems, forms and documentation, to simply the process.**

### Privacy Notice for pupils, students, learners and trainees

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#### 1. Shortened Privacy Notice Text

Wording for incorporation into provider application and registration forms where there is limited space to include this wording.

The information you supply will be used by the Skills Funding Agency, an Executive Agency of the Department for Business, Innovation and Skills, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.UK.

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#### 2. Extended Privacy Notice Text

This statement is intended to provide you with information as to how The Learning Records Service will collect and use your personal information and data, and how you can exercise choice in respect of the use of your personal data.

The Learning Records Service is operated by the Skills Funding Agency. The Learning Records Service collects data relating to learners registering for relevant post-14 qualifications, for example GCSEs, AS and A2 Qualifications, Diplomas,



# Skills Funding Agency

Entry to Employment Certificates and Qualifications Credit Frameworks and associated units.

The Learning Records Service offers a facility which stores learner participation and achievements collected directly awarding organisations known as the 'Personal Learning Record' (PLR). Permitted organisations will have access to your PLR in order to access your achievements, awards and credits and to offer advice and guidance. You as the learner will have complete visibility of all data relating to you and will be able to determine whether you wish to share your PLR with permitted organisations.

The Learning Records Service core service offering:

- Unique Learner Number (ULN) to individual learners.
- On-line Personal Learning Record.
- Additional functionality to support the QCFW providers will include:
  - A Routes to Achievement function which will enable permitted organisations to view potential future pathways for a learner's education.
  - A Single Qualification Query to understand which units learners need in order to accumulate the relevant credit for a particular qualification.
  - The facility to support Credit Transfer which will enable credit to be transferred between 2 qualifications from 2 different Awarding Organisations.

## Collection of data

The Learning Records Service collects data from:

- Other department agencies, schools and training/learning providers.
- Information provided by you when enrolling with the training/learning provider.
- Qualification, unit and Rules of Combination data from Ofqual.
- Participation and achievement data held by the Welsh Assembly Government
- Learner achievement data supplied by awarding organisations directly into the Personal Learning Record.

## Use of data

The Unique Learner Number will enable education and training sector organisations, and Awarding Organisations regulated by Ofqual in England, DCELLS in Wales and Northern Ireland, to share information about participation and achievement in a consistent and approved manner, promoting good information management practice, and helping to improve accuracy and efficiency.

This will benefit you through enhancing the application processes to Awarding Organisations, learning providers, learning advisors and other third parties.



# Skills Funding Agency

The Personal Learning Record will be shared with organisations linked to your education and training, including those organisations specified in Regulations made under section 537A of the Education Act (refer to Appendix A).

Awarding organisations will have very limited access to your achievement data in order to support you in their decision making regarding qualifications and to support the learner in claiming and transferring prior credit.

All organisations that will have access to the information you provide are registered under the Data Protection Act 1998 and will use your personal information in accordance with the requirements of the Act. These organisations are required to sign relevant agreements and control documentation which requires them to manage your data responsibly and only to access information where there is a direct connection between you and the relevant organisation.

At no time will your personal information be passed to any organisations for marketing or sales purposes.

## Permissions for sharing

The ULN is required to fulfil statutory requirements for administrations of services within the education and training sector, you cannot opt out of being issued with a ULN by the Learning Records Service.

However, you can opt-out of sharing your Personal Learning Record. Details of how you may opt out of sharing your participation and achievement data refer to PLR: Useful Information for Learners and Parents documents on [Gov.UK](https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents):  
<https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents>

A consequence of deciding not to allow data sharing of your participation and achievement data contained in the Personal Learning Record will be that you may need to provide copies of certificates or other information to verify qualifications. You will also inhibit organisations that can support your continued education working with you, to perform on your behalf including the learner centric functions of the Qualifications and Credit Framework: Routes to Achievement, Rules of Combination queries and Credit Transfer functions.

## Reporting inaccuracies on the PLR

A major benefit of the Learning Records Service is that you can check that information held about you is accurate and request that any inaccurate data is corrected. For more information about how to report a problem on your PLR visit: PLR: Useful Information for Learners and Parents documents on [Gov.UK](https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents):  
<https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents>



# Skills Funding Agency

Awarding Organisation are responsible for maintaining the currency and accuracy of any achievement data they upload into your Personal Learning Record.

## **Sensitive personal data**

The Learning Records Service makes every effort not to collect any information which consists of sensitive personal data (e.g. data which relates to ethnic origin, physical or mental health, religious beliefs, trade union membership or any criminal offences or proceedings).

If you find that any sensitive personal data has inadvertently been included, you should contact the Agency through the service desk. The Learning Records Service currently employs a process of sensitive personal data identification and removal.

## **Sensitive learners**

The Learning Records Service recognises that some learners have specific concerns about privacy which mean that additional safeguards are required. The Learning Records Service implements a Sensitive Learners Policy to ensure these safeguards are implemented.

## **Security**

The Learning Records Service recognises the need to keep your information secure and has implemented a Security Policy that provides the appropriate technical and organisational measures aimed at preventing loss of, or unauthorised use of, your information in accordance with Government standards.

## **How long will we keep your data?**

The Learning Records Service is intended to provide a life-long record of learning which will be available to you at any time you choose to participate in education or training. Therefore, the Learning Records Service may continue to hold your ULN, Personal Learning Record and Qualification Credit Framework and associated data for 66 years and will be reviewed periodically.

## **Updates to this policy**

The Learning Records Service recognises that privacy and data protection concerns can evolve over time and will keep this policy under review. Any amendments will be posted here and will be notified to learners when they access their Personal Learning Record.

## **Summary**

- The information you supply will be used by the Skills Funding Agency, an Executive Agency of the Department for Business, Innovation and Skills, to issue you with a Unique Learner Number (ULN) and your own on-line Personal Learning Record.



# Skills Funding Agency

- Your Personal Learning Record will include information about your qualifications, awards, training events and learning achievements that you may collect throughout your education lifetime – at all levels and also whilst you are working and learning.
- Your PLR can be shared with organisations who have a responsibility for providing, funding and serving your education and training.
- Your ULN is a ten digit reference number, unique to yourself for use within education. Please keep this number in a safe place.
- If you have still not reached the age of 16, you might first wish to discuss this privacy notice explanation with your parent or legal guardian.
- The Skills Funding Agency funds some of the qualifications and training that you may be receiving through your college, training or learning provider.
- Your PLR record will help you to share your achievements, including any participation of learning, the training institute details and over what period. Please note that **you will always be in control** of who accesses your Personal Learning Record.
- Your ULN will also be used to collect and share information amongst education related organisations, careers advisors, and college registration and course enrolment staff.



# Skills Funding Agency

## Appendix A

The list of organisations that may access the information you provide now or in the future where there is a direct connection between you and their organisation and the permitted purpose for why they may access your Personal Learning Record.

Organisation	Permitted Purposes
Learning Providers - schools (state, independent, academies); - Local Authorities; - colleges; - training providers (inc private, third sector/voluntary & employers); - Higher Education Institutions. - Prisons /Offender Learning Institutions; - Armed Forces (Army, Navy, Air Force) - in the UK inc. Isle of Man, Jersey and Guernsey*	Access achievement (prior, current/new and destination) for enabling enrolment/entry/progression in education and training; managing eligibility and entitlements, claims to public funding; supporting credit accumulation and transfer, measuring learner success; providing information, advice and guidance for progression; ensuring clear accountability in meeting legislation and regulation for the provision of education and training;
Awarding Organisations Alliance of Sector Skills Councils*	Checking prior achievement for awarding (including Apprenticeships) and to satisfy Qfqual regulation for credit accumulation and transfer;
Careers Organisations - National Careers Service/Next Step; - Careers Wales; - NI Careers Service*; - Careers Scotland*; - Local Authorities/Connexions; - Private organisations (e.g. school contracted IAG services)*	Access achievement for providing information, advice and guidance about career progression, employment opportunities or next step in learning and availability of public funding;
UCAS	Access achievement for progression/entry into higher education and for onward sharing with education institutions to support applications
Student Loans Company*	Access achievement for funding further and higher education



# Skills Funding Agency

<p>Government Departments, Devolved Administrations &amp; NDPBs/Agencies</p> <ul style="list-style-type: none"><li>- DfE, YPLA/Education Funding Agency;</li><li>- BIS, Skills Funding Agency/Apprenticeship Service; HEfCE-HESA;</li><li>- DfES Wales*, DELNI/DENI*, Scottish Govt*;</li><li>- OfSTED</li></ul>	<p>Access to achievement data for measuring and auditing eligibility to public funding, matching apprentices, ensuring independent quality assessment of education and training; measuring success; ensuring clear accountability in meeting legislation and regulation for the provision of education and training; production of official statistics and research to inform government policy.</p>
<p>DWP* and Job Centre Plus*;</p>	<p>Access achievement for providing information, advice and guidance about employment opportunities or next step in learning and eligibility of public funding when seeking employment</p>