



HCC Privacy Notice: Skills Bootcamps

Why do we collect and use this information?

Hampshire County Council is the organisation responsible for processing your information (the Data Controller). Our 'Skills & Employment' service collects and uses information from learners in order to enrol on programmes commissioned by Skills & Employment.

We collect information about individuals who enrol on these courses. We hold this personal data securely and use it to:

- support individuals in Hampshire to successfully take part in education, training and employment;
- develop a strategic overview of the provision available in Hampshire and to identify and resolve gaps in provision;
- provide a range of opportunities in communities to support employability skills;
- provide programmes that support the needs of local businesses and help them to access a skilled workforce;
- complete statutory returns to central government, such as the Department for Education (DfE) and the Education and Skills Funding Agency (ESFA);
- allocate the Education and Skills Funding Agency (ESFA) funding;
- ensure compliance with our obligations under the accuracy principle of the UK General Data Protection Regulation (Article (5)(1)(d)), making sure our records about you are up to date.

The following sections provide further detail around the information we process setting out what allows us to do this (lawful basis), who we may share it with, how long we keep it for (the retention period), alongside identifying any rights you may have and who to contact if you think we're not handling your information in the right way.

The categories of information that we collect, hold and share

The following personal and special category information is processed:

- the learner's personal information (name, address, email address, date of birth);
- information about the learner's characteristics (such as gender, ethnicity, disability or learning difficulty); and
- the learner's choice of course.

The lawful basis on which we use this information

We collect and use the information ensuring that we comply with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) requirements for processing through:

- Article 6(1)(e) - the processing is necessary to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law;
- Article 9(2) (g) – Necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguarding measures; and
- Sch.1, Pt.2, 6 - Substantial public interest conditions, for processing under the DPA 2018.

These articles under the UK GDPR and the DPA 2018 are supported by the following specific legislation which establish our statutory duty to provide suitable Educational provision:

- Sections 15ZA and 18A of the Education Act 1996;
- Sections 10, 12, 18 and 68 Education and Skills Act 2008; and
- Apprenticeships, Skills, Children and Learning Act 2009.

Under this lawful basis we do not require your consent to process this information, but we are required, through this privacy notice, to ensure you are fully informed of why we are collecting this information and what we will do with it.

Storing and Securing Data

The information provided to us will be held within the Skills & Employment Management Information System (MIS). The information held within this system will be kept in line with our retention schedule and then deleted once this retention has expired.

The County Council takes its data security responsibilities seriously and has policies and procedures in place to ensure the personal data held is:

- prevented from being accidentally or deliberately compromised;
- accessed, altered, disclosed or deleted only by those authorised to do so;
- accurate and complete in relation to why we are processing it;
- continually accessible and usable with daily backups; and
- protected by levels of security 'appropriate' to the risks presented by our processing.

The County Council also ensures its IT Department is certified to the internationally recognised standard for information security management, ISO27001.

Who do we share information with?

We do not share information with anyone unless there is a lawful basis that allows us to do so.

The information you supply is used by the Learning Records Service (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 Record, please refer to:

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

Sections 14-17 of Education and Skills Act 2008 provide data sharing powers to encourage Local Authorities to promote effective participation. As part of this activity, we share information with educational establishments and service providers, who are offering support with the County Council, to individuals with the purpose that it will encourage, enable or assist them to participate in education or training.

Individualised Learner Records (ILR) will be generated within the MIS and they will be submitted to the ESFA via the dedicated Government secure portal. Statistical and management information will be produced from the data held within the MIS and used to monitor the performance against contract targets, to maintain the quality of the provision, to inform the self-assessment and Quality Improvement Plan processes and to provide evidence during inspections by OFSTED. For more information about the ILR and the data collected, please go to

<https://www.gov.uk/government/collections/individualised-learner-record-ilr>

Please note that under the UK GDPR, there is also a right to erasure but the right to erasure does not provide an absolute 'right to be forgotten'. Where the data being processed is for the purpose of 'performing a task in the public interest or for our official functions, and the task or function has a clear basis in law' (Article 6(1)(e)), this right does not automatically apply.

If you have a concern about the way we are collecting or using your personal data, you can raise your concern with us in the first instance or you can go directly to the Information Commissioner's Office, as the supervisory authority, at <https://ico.org.uk/concerns/>.

For further information on how we handle personal information, your data rights, how to raise a concern about the way we are processing your information and the County Council's Data Protection Officer, please see our General Privacy Notice:

<https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection>