



## **GDPR Privacy Notice (Learner/Student/Candidate)**

As your training provider, we need to use information about you. We do this for several reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how Construction & Plant Assessments – CPA keeps your information safe.

If you want to know anything about what we do with information about you then please ask your tutor, or alternatively speak to the quality and compliance manager (Data Protection Officer) or Craig Wordsworth – Director.

They can answer questions you have about what CPA does with your information. If you or your parent/carer wants to speak to them, then you can contact them via: [info@cpassessments.co.uk](mailto:info@cpassessments.co.uk), or ring the office on 01709 868181

### **Policy Statement**

During your time with us, we will use information that we gather in relation to you for various purposes.

Information that we hold in relation to you is known as "personal data".

This will include data that we obtain from you directly and data about you which we obtain from other people and organisations.

We might also need to continue to hold your personal data for a period of time after you have left the training Programme or Apprenticeship, due to awarding body requirements and funding rules.

Anything that we do with your personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### **What Information do we use about you?**

We will collect, hold, share and otherwise use information about you set out below:

Name	Telephone & Email Contact Details	Date of Birth
Address	Assessment Information	Details of Previous/Future Schools/Colleges/University's
Unique Learner Number	Behavioural Information	Language(s)
Nationality/Ethnicity	Country of Birth	Previous & Gained Qualifications
Video/Photographic Evidence	Attendance Information	CCTV Images
Portfolio Evidence	Eligibility Statements	Apprenticeship Agreements
Employer Details	Employment Start/Finish Date	Signing In/Out (health & Safety)

We will also collect, hold, share and otherwise use some information about you which is called "special category personal data" and we will take extra care to make sure that this is kept safe:

Racial or Ethnic Origin	Religious Beliefs	Special Educational Learning Needs & Disability Information
Medical/Health Information	Genetic & Biometric Data (if used for ID purposes)	Information Relating to Keeping you Safe
Sexual Life	Sexual Orientation	Dietary Requirements
Safeguarding Information/Records	Politics	Trade Union Memberships

### **Where do we get this Information from?**

We get this information from:

- You.
- Your [parents/guardians]
- Employers
- Tutors/teachers and other staff
- Other organisations, the local authority & personal Learning Records service for example



### **Why do we use this Information?**

- To ensure that we give/provide you a good education and to support you during your training programme/apprenticeship.
- To monitor and report attainment and progress
- Eligibility for a funded Programme/training course
- Eligibility for a non-funded Programme/training course
- To make sure that we can address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the center safe and secure
- To deal with any emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your parents/carers
- To provide reports and additional information to organisations such as the Education and Skills Funding Agency, Ofsted & Funding providers to meet the statutory duties placed on CPA.
- To assess the quality of our services

Some of these things we have to do by law. Other things we do because we need **to**, so that we can run the training center (**Legitimate Interests**).

Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website, social media or in newspapers or newsletters. Before we do these things, we will ask you, or if necessary your parent/carer, for permission.

### **Why do we use Special Category Personal Data?**

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so, for example health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have given **us** permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, **or** to protect your vital interests and where you are **unable** to provide your consent.

### **How Long will we Hold Information in Relation to our Learners?**

We will hold information relating to you only for as long as necessary. How long we need to keep to any information will depend on the type of information. Other organisations such as the Education and Skills Funding Agency and awarding organisations have their rules and procedures on how long we must keep data for audit purposes to ensure quality and compliance is being met.

### **Who will we Share Learner/Candidate Information with?**

**We may** share information about you with:

Other educational institutions you may attend or if require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, health support and safeguarding purposes.

The Department for Education and ESFA, as required by the law.

Contractors, to enable them to provide an effective service to the training center, such as guest speakers, however these will remain within our guest speaker policy.

### **Keeping this Information Safe**

It is very important that only people who need to use your information can see it. CPA keeps your information safe by:

- Encryption and password protection
- Network controlled permissions
- Secure disposal
- Safe storage of physical data, using limited key and controlled access to safe locked storage.
- Limiting access of your data between staff – only staff who need to know use your data, may access it.
- Following current Data Protection Policy

### **Your Rights in Relation to your Information**

You can ask to see the information we hold about you at any time. If you wish to do this you should contact the Data Protection Officer, or you can email [info@cpassessments.co.uk](mailto:info@cpassessments.co.uk)



**You also have the right to:**

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Change previous decisions you have made regards how we can use your data
- Ask that decisions about you are not made using automatic systems
- Claim against the learning provider in certain circumstances where you have suffered as a result of CPA breaching your data protection rights

**Contact or Concerns**

If you feel it necessary to do any of the above, you can speak to the Data Protection Officer or you can email [info@cpassessments.co.uk](mailto:info@cpassessments.co.uk) CPA does not have to meet all your requests and we will let you know where we are unable to do so, in the event of legitimate interests.

Alternatively, you may refer to the ICO Information Commissioners Office who could also help at <https://ico.org.uk/concerns>



## Parent / Carer Privacy Notice

### Policy Statement

**During your child's time with us, we will gather and use information relating to you.**

Information that we hold in relation to individuals is known as their "personal data".

This will include data that we obtain from you directly and data about you that we obtain from other people and organisations.

We might also need to continue to hold your personal data for a period of time after your child has left CPA (Construction & Plant Assessments). Anything that we do with an individual's personal data is known as "processing". This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### What Information do we Process in Relation to you?

**We will** collect, hold, share and otherwise use the following information about you:

Personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship to your child.

CCTV footage and images obtained when you attend the site

Your relationship to your child, including any Court orders that may be in place. We may also use special categories of data such as ethnic group, sex or sexual orientation, religious **or similar beliefs and information about health**. These types of personal data are subject to additional requirements.

### Where do we get your Personal Data from?

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins CPA training programs and when you attend CPA.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court.

### Why do we use your Personal Data?

We will process your personal data for the following reasons:

#### 1. Where we are required by law, including:

- To provide reports and other information required by law in relation to the performance of your child
- To raise or address any concerns about safeguarding
- To provide information to Government agencies, including the Police
- To obtain relevant funding
- To provide or obtain additional services including advice and/or support for your family.

#### 2. Where the law otherwise allows us to process the personal data as part of our functions as a training provider, or we are carrying out a task in the public interest, including:

- To confirm your identity
- To safeguard you, our learners, and other individuals
- To enable payments to be made by you to CPA
- To ensure the safety of individuals at CPA
- To aid in the prevention and detection of crime at CPA

Cont.



### 3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent; we will inform you if your consent is required and seek that consent before any processing takes place.

#### **Why do we use Special Category Personal Data?**

We may process special category personal data in relation to you for the following reasons:

- Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
- Where the processing is necessary to ensure your health and safety on the CPA site, including making reasonable adjustments for any disabilities you may have.
- Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

#### **Failure to Provide this Information**

If you fail to provide information to us, we may be prevented from complying with our legal obligations.

#### **How Long will we hold your Personal Data for?**

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. If you would like a copy of the data we hold concerning yourself please contact the Data Protection Officer or email [info@cpassessments.co.uk](mailto:info@cpassessments.co.uk)

#### **Who will we share your Personal Data with?**

We routinely share information about you with:

- Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/or the Education and Skills Funding Agency, in compliance with legal obligations to provide information about students/learners and parents as part of statutory data collections

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about the local authority's data sharing process, please visit their website.

#### **Your Rights in Relation to your Personal Data Held by us.**

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact, CPA's Data Protection Officer on 01709 868181 or email [info@cpassessments.co.uk](mailto:info@cpassessments.co.uk)

Our Data Protection Policy provides further details on making requests for access to your personal data. If you would like a copy of this policy, please also contact the Data Protection Officer.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation



If you want to exercise any of these rights then you should contact CPA's Data Protection Officer or [info@cpassessments.co.uk](mailto:info@cpassessments.co.uk). The law does not oblige CPA to comply with all requests. If CPA do not intend to comply with the request then you will be notified of the reasons why in writing.

**Contact & Concerns**

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance, via [info@cpassessments.co.uk](mailto:info@cpassessments.co.uk) or contact them on 01709 868181. However, an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.



## PRIVACY NOTICE (HOW WE USE LEARNER INFORMATION) CPA

### Policy Statement

During a Learners/Student/Candidates time with us, we will gather and use information relating to them. Information we hold in relation to individuals is known as their "personal data".

This will include data that we obtain from the Learners/Student/Candidates or their Parents/Carers directly and data about them that we obtain from other people and organisations.

We might also need to continue to hold personal data about Learners/Student/Candidates for a period of time after they have left CPA.

Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about Learners/Student/Candidates, why we process that data, who we share this information with, and rights in relation to personal data processed by us.

The categories of information that we process may include:

- Personal identifiers and contacts (such as name, ULN, contact details and address)
- Characteristics (such as ethnicity, language, learning styles)
- Employment details for apprenticeships
- Safeguarding information (such as court orders, professional involvement, records, and assessments)
- Special educational needs
- Medical and administration (such as doctors information, health, allergies, medication, and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended).
- Assessments and attainment
- Behavioural information (such as exclusions and any relevant alternative provision put in place).
- Information about educational activities including 20% off the job learning hours
- Recruitment interview information, expressing suitability for apprenticeship programs
- Evidence of learning (such as video and photographic evidence and portfolio work)

Please note this list is not exhaustive. If you would like more information in the categories of information we process, please contact the Data Protection Officer.

### Why we collect and use Learners/Student/Candidates information

We collect and use learner information, for the following purposes: (all legitimate interests)

- a. To support learning.
- b. To monitor and report on attainment & progress.
- c. To provide appropriate pastoral care.
- d. To assess the quality of our services.
- e. To keep children and vulnerable adults safe (food allergies, or emergency contact details).
- f. To meet the statutory duties placed upon us.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

For the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that education providers are required to perform as part of their statutory function

For the purposes of (e) in accordance with the legal basis of vital interests: to keep children/adults safe (food allergies, or medical conditions)

For the purposes of (f) in accordance with the legal basis of legal obligation: data collected for Department for Education that schools, local authorities and awarding bodies hold

Education and Skills Funding Agency requirements (privacy policy - <https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018>)



In addition, concerning any special category data:

- Conditions a, b, c, and d of GDPR - Article 9

#### **How we Collect Learners/Student/Candidates Information**

We may collect Learners/Student/Candidates information via the following methods either at the start of each training program or when they transfer to our center (however these may require to be updated when notified from the data subject, when they achieve part/full achievement aims, or if the learning plan is to be amended to benefit the Learners/Student/Candidates progress)

- Registration/Application/Induction packs
- Consent forms including image consent forms
- Individual Learning Plans
- Individual Learning Record
- Portfolio progress

Learners/Student/Candidates data is essential for CPA's operational use. Whilst the majority of information is provided to us is mandatory, some may be provided to us on a voluntary basis. In order to comply with GDPR, CPA must inform that person at the point of collection, whether they are required to provide certain information to us or if they have a choice in this.

#### **How we store Learners/Student/Candidates data - Keeping this information safe**

As CPA are required to share information with funding providers electronically all files must be sent with suitable encryption and password protected.

The data must only be sent to the intended, trusted person organisation only.

Digital data will be required to be kept on CPA secure server only, which has its own security (network password must never be shared to unauthorised persons)

When there is no valid reason to keep/hold data, this information if digitally stored must be permanently deleted and not moved to a recycle basket where information can be restored.

For physical data recorded on paper/portfolio/printed the information must be kept safe at all times by using the restricted access secure storage room, when the data isn't being used.

The access to this room is restricted by only authorised staff having key access to this room, and therefore this must not be given to unauthorised personnel.

To ensure correct disposal/destruction of physical data, CPA staff must ensure that the data is sufficiently shredded so no party can obtain any of the data.

CPA staff must continue to follow the Data Protection Policy in place.

#### **How Long will we Hold Information in Relation to our Learners?**

We will hold information for as long as necessary. How long we need to keep any information will depend on the type of information. Other organisations such as the Education and Skills Funding Agency and awarding organisations have their rules and procedures on how long we must keep data for audit purposes to ensure quality and compliance is being met.

#### **Who we Share Personal Data Information with:**

We routinely share information with:

- The relevant funding providers
- Education & Skills Funding Agency ESFA
- The Department for Education (DfE) if/when requested
- Local authority for safeguarding requirements
- Awarding Bodies for registration and certification
- C-skills for CSCS testing and card applications





### **Why we Regularly Share Information - Learners/Student/Candidates/Employer/Parent/Carer**

We do not share information with anyone without consent unless the law and our policies allow us to do so.

### **Requesting Access to Personal Data**

Under data protection legislation, if CPA hold data on a person they have the right to request access to information about them that we hold. For them to receive the data we hold, they will need to make a request to the Data Protection Officer or email [info@cpassessments.co.uk](mailto:info@cpassessments.co.uk) If a person is under the age of 18 then their parent/carers may request this data following the same channels.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- A right to seek redress, either through the ICO, or through the courts

If they have a concern or complaint about the way we are collecting or using their personal data, they should raise a concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Additional Information**

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly one per year to the Police.

This includes some of the data capture services we use including:

Learners Records Services, LRS for Local Enterprise Services, Individual Learner Records of which ESFA, KPMG, Ofsted can access.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police, please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>