



## Privacy Notice – Student/Trainee/Apprentice Data

### General Data Protection Regulations (GDPR) 2016

The Westcountry Schools Trust (WeST) is the Data Controller for the purposes of the GDPR regulations.

Personal data is held by The Learning Institute (also known as The Learning Institute South West), a member of the Westcountry Schools Trust. The Learning Institute deliver higher education courses and apprenticeships in partnership with universities (currently Newman University and the University of Worcester). Student/trainee/apprentice data assists in the smooth running of the undergraduate degrees, post-graduate degrees, apprenticeships and initial teacher training, and is used to inform and support the student/trainee/apprentice's learning.

### The categories of student/trainee/apprentice information that The Learning Institute collect, hold and share include:

- Personal information (such as name, date of birth, UCAS number, address, email address and telephone number)
- Characteristics (such as ethnicity, language, nationality, country of birth and disability)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information and exam results (such as details of recognised prior learning, assignments, recording of presentations etc.)
- Special Education Needs information (including, but not limited to, professional reports, supporting assessment information including screening outcomes)
- Medical information (including, but not limited to, details of any medical conditions i.e. allergies, details of medication required, specialist reports or guidance)
- Photographic images
- Information relating to safeguarding requirements

### Why we collect and use this information

The Learning Institute uses the student/trainee/apprentice data:

- to support learning on all programmes of study
- to monitor and report on attendance and educational progress
- to provide appropriate pastoral support
- to assess the quality of our services
- to comply with the statutory requirements regarding data sharing
- to provide regular information, as required, to our university partners
- to comply with statutory responsibilities regarding safeguarding

### The lawful basis on which we use this information

The Learning Institute process student/trainee/apprentice information under article 6 (e) to fulfil our contractual obligations to you.



In addition, The Learning Institute may process student/trainee/apprentice information under article 6 (e) of the GDPR regulations where processing is necessary for the performance of a task carried out in the public interest.

Some student/trainee/apprentice data is subject to extra protection under the special category condition and is processed under article 9 (g) where processing is necessary for reasons of substantial public interest.

Where we use your photographic image for safeguarding purposes, this is processed under article 6 (e) of the GDPR regulations where processing is necessary for the performance of a task carried out in the public interest.

In all other cases, the processing of your photographic image will only be carried out with your consent provided under article 6 (a) where the data subject has given specific consent to the processing of his or her personal data for one or more purposes. <https://www.eugdpr.org/>

## Collecting student/trainee/apprentice information

Whilst the majority of student/trainee/apprentice information you provide to The Learning Institute is mandatory, some of it is provided on a voluntary basis. In order to comply with the General Data Protection Regulation, The Learning Institute will inform you whether you are required to provide certain information or if you have a choice in this.

## Storing student/trainee/apprentice data

The Learning Institute holds student/trainee/apprentice data for a set period in line with the retention schedules set out by our university partners. Please contact [dpl@learninginstitute.co.uk](mailto:dpl@learninginstitute.co.uk) if you would like more information about the retention periods being applied.

## Who we share student/trainee/apprentice information with

The Learning Institute routinely shares student/trainee/apprentice information with:

- core staff and tutors employed by The Learning Institute
- administrators at delivery venues
- work-based learning settings
- initial teacher training work placements
- employers
- partner universities (Newman University, University of Worcester)
- the Department for Education (DfE)
- the Office for Standards in Education (Ofsted)
- the Office for Students (OfS)
- Disclosure and Barring Service (DBS)
- Department for Work and Pensions



- Learning Records Service
- End-point assessment organisations
- Awarding bodies (such as CMI, BCS, CIMPSA)
- Approved SEND partners (such as dyslexia assessors)
- Approved public service partners (NHS, Police, social services)
- Sub-contracting partners (where they are identified in the Apprenticeship Agreement)
- External providers of systems used to support the education and well-being of students/trainees/apprentices – e.g. Digital Web Media, Microsoft Corporation, PS Financials Ltd, Tribal Group, MicroLibrarian Systems

## Why we share student/trainee/apprentice information

The Learning Institute does not share information about students/trainees/apprentices with anyone without consent unless the law and policies allow us to do so.

The Learning Institute shares information with university partners, to ensure maximum value of course provision and to enable compliance with Office for Students funding requirements.

The Learning Institute shares information with the Learning Records Service and end-point assessment organisations to ensure maximum value of apprenticeships and to enable compliance with Department for Work and Pensions requirements.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold. To make a request for your personal information, please submit your request to the data controller: [www.westst.org.uk/gdpr](http://www.westst.org.uk/gdpr).

## Data subject rights

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
- claim compensation for damages caused by a breach of the Data Protection regulations

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



## Our partners – privacy notices

Newman University: <https://www.newman.ac.uk/knowledge-base/data-protection/>

University of Worcester: <https://www.worcester.ac.uk/informationassurance/privacy-notices.html>

CMI: <https://www.managers.org.uk/policies/privacy-policy>

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Suzie Winter, WeST Data Protection Officer: [DPO-WeST@westst.org.uk](mailto:DPO-WeST@westst.org.uk).

I, ..... confirm that I have read and accept the data protection policy as detailed above.

Signed .....

Date .....