



## Overview

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 Notices 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 make things simpler and easier for you.**

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

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### 1) Shortened Text for Privacy Notice

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 Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at <http://bit.ly/bmHWNp>

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### 2) Extended Privacy Notice Text

**A brief and simple explanation of what this means to you.....**

- The information you supply will be used by the Skills Funding Agency to issue you with a Unique Learner Number (ULN).
- This number will be used to create your own Personal Learning Record.
- Your Personal Learning Record will include information about your qualifications, awards and training events and learning achievements which are part of the Qualifications and Credit Framework.
- It also means that information about your learning can be shared with others who have a responsibility for your education and training.
- For further details about how the information you have provided to us will be used, please ask your school, careers, training or education advisor or refer to the Learning Records Service website: [www.learningrecordsservice.org.uk/privacynotice](http://www.learningrecordsservice.org.uk/privacynotice)
- 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 Chief Executive of Skills Funding is the legal representative of the **Skills Funding Agency** which funds some of the qualifications and training that you may be receiving through your college, training or learning provider. Funding in Wales is provided by the Welsh Assembly Government.
- Your Personal Learning Record will include information about your qualifications, awards and training events plus learning achievements that you may collect throughout your lifetime of learning – at all levels and also whilst you are working and learning.
- The information that you provide to us will be passed to the Learning Records Service for the purpose of allocating you with a ULN. This is a ten digit reference number and is unique and

individual to you. Please keep this number in a safe place since you will need it during your lifetime, just like your National Insurance number.

- It will also be used to create your own Personal Learning Record. This record will include information about your qualifications, awards, learning achievements and 'credits' which will be conveniently located in one online area for you and your advisors to refer to, with your permission. Your record will help you to confirm to others, what you have learned, where and when. It will also help you identify other areas of learning to help you progress towards your own goals. Please note that **you will always be in control** of who accesses your Personal Learning Record for the Qualifications and Credit Framework for Wales (QCFW). Only you can give them permission to view the information.
  - Your ULN will also be used to collect and share information amongst education related organisations. Such information includes qualifications, awards, certificates, work-based training and learning (this is also called achievement and participation data). Your Personal Learning Record will be a lifelong record of your participation, learning and achievement in education. Your Personal Learning Record will be accessible to you, plus to organisations linked to your education and any other organisations you allow to view your Personal Learning Record for the purposes of advice and guidance. This could include Careers Wales, careers advisors, college registration and course enrolment staff and future employers if you give them access.
  - Your Personal Learning Record allows you and other organisations to check your own learning 'credits' achieved. One of the long term key benefits is that it will help you to see how well you are progressing towards your own learning outcomes, training or qualifications and help you find alternative ways of reaching your own learning goals.
  - For further details of how your information is shared and used by the Learning Records Service and how to opt-out or modify who has access to your information please visit the Learning Records Service website at [www.learningrecordsservice.org.uk/privacynotice](http://www.learningrecordsservice.org.uk/privacynotice)
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### 3) Standard Learning Records Service Privacy Notice Text

#### How We Use Your Data

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, Welsh Baccalaureate and associated units, Apprenticeships, Entry to Employment Certificates and Qualifications Credit Frameworks for Wales and associated units.

The Learning Records Service offers a facility which stores learner participation and achievements collected directly from the relevant awarding organisations. By providing your personal information, relevant organisations will have access your Personal Learning Record to enable the use of your personal information in order to assess 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 which organisations have visibility of this data and which data they can view.

The Learning Records Service offers the following core services:

- a Learner Register which allocates a Unique Learner Number (ULN) to each learner.
- a Personal Learning Record. The Learning Records Service will offer you the facility to access your participation and achievement data from relevant data sources via a website. Additional functionality to support the QCFW will include:
  - A Routes to Achievement function which will enable you and permitted organisations to view potential future pathways for a learner's education.
  - A Single Qualification Query to you to understand which units they 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:

- information which is already being collected by other agencies from schools and other learning providers.
- information you provide when you register with a 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 to support the Qualifications and Credit Framework for Wales.

### **Use of data**

The Unique Learner Number will enable education and training sector organisations, and Awarding Organisations regulated by Ofqual in England and DCELLS in Wales, 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.

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.

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.

You can choose to opt out of sharing your achievement data by calling the service desk or by logging on to the Skills Funding Agency as described in the section below.

You can also challenge the accuracy of the achievement data within the PLR by calling the service desk or following the data challenge process described in the section titled "Correcting Inaccurate Data".

The Learning Records Service also enables you to share, as much or as little, of your participation and achievement data held in the PLR with other third parties.

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**

Because the ULN is required for the administration of services within the education and training sector (such as the issuing of certain qualifications), you cannot opt out of being issued with a ULN by the Learning Records Service.

You can opt-out of sharing your participation and achievement data through the Learning Records Service. Details of how you may opt out of sharing your participation and achievement data within the Learning Records Service can be found at [www.learningrecordsservice.org.uk](http://www.learningrecordsservice.org.uk) or by telephoning the **Learning Records Service Customer helpdesk on 0845 602 2589**.

You can also share information with other organisations and individuals by creating a configured view of your participation and achievement data. The configured view allows you to create the view of your participation and achievement data and furthermore to share information with any third party that you wish.

One potential 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.

### **Correcting inaccurate data**

A major benefit of the Learning Records Service is that you can check that information held about you is accurate and request that any errors are corrected. If you believe that any information on your Personal Learning Record is incorrect then you should follow the data challenge procedure.

It will be the responsibility of the awarding organisation to maintain the currency and accuracy of any achievement data they submit into the 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 for Wales and associated data during your lifetime, which 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.

