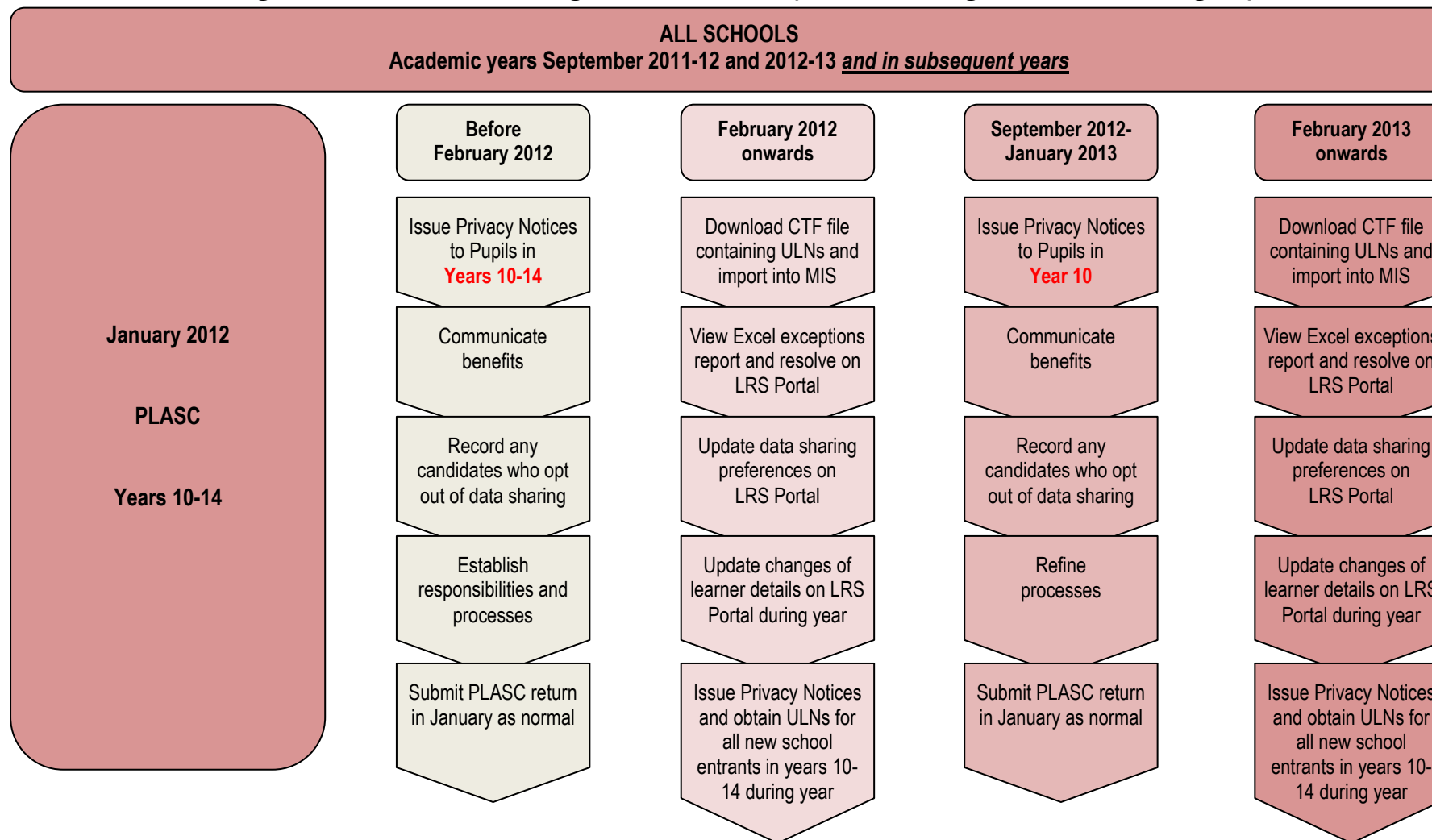


THE WELSH GOVERNMENT DfES ULN SERVICE FOR MAINTAINED SECONDARY SCHOOLS IN WALES

ULN TIMETABLE

All schools using this Service must have a UK Provider Registration Number (www.ukrlp.co.uk) and be Registered with the Learning Records Service (www.learningrecordsservice.org.uk)



Notes to the Timetable

The **Privacy Notice** should include reference to the ULN and associated Learner Data. This should have been revised by the Local Authority to incorporate the intention to issue ULNs and create Personal Learning Records, as per the template available at <http://wales.gov.uk/topics/educationandskills/schoolhome/schooldata/ims/datamanagements/;jsessionid=H7vGPJMMxvMHdfqR11IV7YRxzHm53sT7y3nGhtXXqmpC2vLXbt!-1747186160?lang=en>

Issue Privacy Notice and ensure that pupils have sight of it so they can opt out of sharing the data in their Personal Learning Record if they wish to do so:

- Put on school intranet or website
- Display a laminated copy in each form room (with printed copies available to pupils on request)
- Letters home
- Include in School prospectus
- Printed copy given to each pupil possibly at same time as data collection/update exercise in September
- Schools may wish to issue the Privacy Notice to all pupils in years 10-14 as one exercise at the beginning of September

Communicate the benefits of the ULN by, for example, showing the training DVD to pupils and staff in assemblies

Establish responsibilities and processes to record individuals' data sharing preferences; the management of users on the LRS portal; updating learner details during the school year; data protection; data management etc.