

Appendix F - Privacy Notice 2016 to 2017

Version 1 – Published March 2016. Changes from 2015 to 2016 are highlighted in yellow.

This privacy notice is issued by the Skills Funding Agency (SFA) on behalf of the Secretary of State for Business Innovation and Skills to inform learners of how their personal information will be used for statutory and other legitimate purposes by:

- 1) the SFA, an executive agency of the Department of Business Innovation and Skills (BIS)
- 2) BIS
- 3) the Department for Education (DfE), including the Education Funding Agency
- 4) any successor bodies to these organisations
- 5) by other bodies with whom data is shared by the SFA

BIS and the DfE (largely for learners age 16-18) are data controllers of this information.

Providers should ensure that all learners have seen the privacy notice as part of their enrolment processes.

Privacy Notice

How We Use Your Personal Information

The personal information you provide is passed to the Skills Funding Agency, and the Department for Business, Innovation and Skills. Where necessary it is also shared with the Department for Education, including the Education Funding Agency.

The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research.

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training or education.

You may be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme.

You can opt out of contact for other purposes by ticking any of the following boxes if you do not wish to be contacted:

- About courses or learning opportunities.
- For surveys and research.
- By post.
- By phone.
- By e-mail.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

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