

## Appendix F - Privacy Notice 2013/14

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This privacy notice is issued by the Chief Executive of Skills Funding to inform learners how their personal information will be used by the Chief Executive of Skills Funding and the Department for Education, including the Education Funding Agency (and any successor bodies to these offices) to fulfil statutory purposes, and by other bodies with whom data is shared by the Chief Executive for statutory and other legitimate purposes.

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 Chief Executive of Skills Funding (“the Agency”) and, when needed, the Department for Education, including the Education Funding Agency to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency’s Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other organisations for education, training and employment-related purposes, including for research.

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

<http://skillsfundingagency.bis.gov.uk/privacy.htm>,