Privacy Notice: Learner Agreement Department for Education

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Introduction

CVQO Ltd, operating as Cadet Vocational College ("CV College"), is an educational charity whose purpose is to advance the education and training of youth and adult members of youth movements and schools to enable them to obtain vocational qualifications.

What personal data do we collect?

We collect your name, address, gender, date of birth, email address and telephone number(s). We will also collect other personal data related to your studies, experience and qualifications. This may include images and video of you performing tasks relating to the course(s). This personal data is provided to us by you, the Cadet Forces and government and industry bodies.

We may also collect from you sensitive personal data, such as information about your health, learning disabilities and ethnicity.

How do we use your personal data?

We may use your personal data, including information relating to any learning difficulty or disability that you disclose to us, where this is necessary to pursue our legitimate interests as a provider of vocational qualifications, including to:

- support and evaluate your progress on the qualification(s) on which you are enrolled;
- undertake administration in relation to the qualification(s) on which you are enrolled;
- assess and provide reasonable adjustments in relation to your learning or assessment where requested, including with regard to any learning difficulty or disability that you have disclosed to us; and,
- contact you in relation to CV College qualifications, courses, news, awards, events, surveys, offers and promotions that may be of interest to you.

We may also use any sensitive personal data, such as information about your health, learning disabilities and ethnicity that you have disclosed to us for statistical purposes.

We may use your personal data, including images and video of you, in our promotional activities where you have given your consent for us to do so.

Who do we share your personal data with?

We may share your personal data with relevant third parties, where necessary, in relation to your learning, assessment, or certification, including:

- funding bodies, including the Department for Education);
- regulatory authorities, awarding bodies, and similar industry bodies;
- assessors, mentors, markers and others involved in the evaluation and quality control of our qualifications;
- service providers contracted to us in connection with provision of the products and services such as providers of IT services and customer relationship management services; and,
- If you are under 18, we will contact your parents or guardians, keeping them informed of your progress and sharing information on how best they can support you in completing the

programme.

We may share sensitive personal data relating to any learning difficulty or disability that you disclose to us with assessors and awarding bodies for the purposes of making reasonable adjustment when evaluating your performance on the qualification(s) for which you are enrolled. We may also share any sensitive personal data, such as information about your health, learning disabilities and ethnicity that you have disclosed to us with Government bodies for statistical purposes.

Further Information and Exercising Your Rights

Full details of our Privacy Policy for Learner Personal Data, including your rights in respect of your personal data, can be found on our website www.cvcollege.org. If you have any questions about our policy, would like to exercise any of your rights or wish to make a complaint please contact our Data Protection Officer through our website www.cvcollege.org by clicking on Contact Us and making a Data Protection Request, by sending an email to dpo@cvcollege.org or by writing to the Data Protection Officer, CV College, 3 Archipelago, Lyon Way, Camberley, Surrey, GU16 7ER.

DfE Privacy Notice: How We Use Your Personal Information

This privacy notice is issued on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the DfE each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the DfE is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at https://www.gov.uk/government/collections/individualised-learner-record-ilr https://www.gov.uk/government/collections/individualised-learner-record-ilr

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at:
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit https://www.ico.org.uk