

FAIR PROCESSING NOTICE SCHOOL – FULL TEXT

This notice gives additional information to the notice given to you and provides further information about the processing of learners' and employers' personal data by the other organisations mentioned in that notice.

On Site Bristol processes personal data about its applicants, learners and employers and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- Ensure accurate funding is being accessed for training;
- Support its apprentices' teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess how well On Site Bristol as a whole is doing.

This data includes contact details, qualification results and characteristics such as ethnic group, special educational needs and any relevant medical information.

Some data, usually in statistical format but sometimes more specific, is shared with our partner organisations to monitor performance against targets. These organisations are Jobcentre Plus www.jobcentreplus.gov.uk and Construction Skills www.constructionskills.net. However, at times, all data may be shared with City of Bristol College www.cityofbristol.ac.uk and Bristol City Council, www.bristol.gov.uk. Data will only be shared where there is a specific need for its disclosure. If an applicant, learner or employer requests any specific identifiable information not to be shared we will respect this wish unless the law states otherwise or it could be detrimental to the progress of their apprenticeship. All these organisations are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Bristol City Council (The Local Authority) uses information about applicants and learners to inform them where applicants live and from which gender and ethnicity they belong. This is then compared with Lower Super Output Area (LSAO) information to ensure that On Site Bristol actively encourages applicants from Bristol City Council's boundaries to access the training offered by us. Economic Regeneration and City Development departments in Bristol City Council use this information to set targets for On Site Bristol to achieve.
www.bristol.gov.uk **Data Protection Officer, Council House, College Green, Bristol, BS1 5TR**

Ofsted uses information about the progress and performance of learners to help inspectors evaluate work based learning provision, to assist providers in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Ofsted also uses information about the views of young people, to inform local Learning and Skills Council tendering of contracts and provision. Inspection reports do not identify individual pupils.
www.ofsted.gov.uk **Data Protection Officer, Alexandra House, 33 Kingsway, London WC2B 6SE;**

Learning and Skills Council (LSC) uses information about learners for statistical purposes to evaluate and develop further education policy and monitor the performance of further education provision as a whole. The statistics are used in such a way that individual learners cannot be identified from them. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only. Unique Learner Numbers (ULN's) are shared between On Site Bristol and LSC to enable funding to be accessed for the apprenticeship the learner undertakes. The LSC or its partners may wish to contact learners or employers from time to time about courses, or learning opportunities relevant to them.
www.lsc.gov.uk **Data Protection Officer, Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT**

Learner Registration System (LRS) The Learning and Skills Council (LSC) also administers the Managing Information Across Partners (MIAP) Programme on behalf of the MIAP membership. More information about MIAP membership can be found at www.miap.gov.uk

LSC is responsible for the development and operation of the Learner Registration Service (LRS) and also the creation of a learner record.

For learners of 16 years and over and for learners registering for post-16 qualifications, On Site Bristol will pass on certain identification information to the LRS to create and maintain a unique learner number (ULN), and achievement information to the MIAP Service to create and maintain a learner record.

The Learner Registration Service will enable organisations allowed by law and detailed at www.miap.gov.uk to access the ULN and contain it in their systems, thereby saving individuals having to supply the same information repeatedly to different organisations.

Details of how an individual may opt-out of sharing achievement data in their learner record with those organisations working with MIAP, can also be found at:

www.miap.gov.uk Data Protection Officer, Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT

Jobcentre Plus (JCP) uses information to identify construction vacancies available, who is entering the labour market and from which area these learners come from. The data that is given to JCP is in statistical format only and is not personally identifiable.

www.jobcentreplus.gov.uk Data Protection Officer, Head Office, Rockingham House, Level 2 West Wing, 123 West Street, Sheffield, UK, S1 4ER

Construction Skills uses information to help employers obtain grant funding and to process certificates as both an awarding body and a sector skills council in charge of apprenticeship qualifications and frameworks. The information given to ConstructionSkills is personally identifiable because it is required to register learners for qualifications and employers for grants. It is also provided to ensure accuracy of funding received from LSC.

ConstructionSkills will then use this information to produce statistical data to highlight trends, opportunities and threats in the industry. Employers can opt out from information given to Construction Skills for grant funding.

www.constructionskills.net **Data Protection Officer, Head Office Bircham Newton King's Lynn Norfolk PE31 6RH**

City of Bristol College (CoBC) uses data given to them by On Site Bristol to enrol prospective learners onto the courses that have been agreed by the learner and On Site Bristol. CoBC will also use this data to register learners with relevant awarding bodies to enable a learner to qualify in their chosen job. CoBC uses statistical data to analyse the effectiveness of the teaching, training and delivery of their courses for continual improvement.

OSB provides CoBC access to all progress review information that details progression towards their apprenticeship. However, this excludes welfare and equal opportunity information gained from learners at these reviews. CoBC will also provide OSB with information on progress, including attendance, and copies of certificates and reports. OSB regularly view learner's folders and college work to ensure satisfactory completion.

www.cityofbristol.ac.uk **Data Protection Officer, City of Bristol College, Ashley Down, Bristol, BS7 9BU.**

Applicants, learners and employers, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. If you wish to access your personal data then please address any correspondence to **Catherine Edwards, Business Administrator, On Site Bristol, Avonquay, Cumberland Basin, Bristol, BS1 6XL**

For learners of 16 years to 19 On Site Bristol is legally required to pass on certain information to Connexions on request. Connexions is the government's support service for all young people aged 13 to 19 in England. This information includes the name and address of the learner, and any further information relevant to the Connexions services' role. However pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupil) be passed on to Connexions. If as a pupil aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school information beyond name and address, then please contact **Catherine Edwards, Business Administrator, On Site Bristol, Avonquay, Cumberland Basin, Bristol, BS1 6XL**