

FAIR PROCESSING NOTICE – SUMMARY

On Site Bristol uses 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 uses 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.

This data may only be used or passed on for specific purposes allowed by law. From time to time On Site Bristol is also required to pass on some of this data to local authorities and to agencies that are prescribed by law, such as OFSTED www.ofsted.gov.uk, the Learning and Skills Council (LSC) www.lsc.gov.uk, Connexions www.connexions-direct.com or www.connexionswest.org.uk and organisations that require access to data in the Learner Registration Service as

part of the MIAP (Managing Information Across Partners) program

www.miap.gov.uk.

On Site Bristol also uses a learner's personal information to find out an Unique Learner Number (ULN) and to gain funding from the LSC for your course. We will provide information to the Learner Registration Service when you complete and pass any qualifications so this can be added to your learner record.

For applicants who apply to us and are not successful we are legally required to pass on certain information to Connexions services as part of the September Guarantee. 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 applicant, and any further information relevant to the Connexions services' role. However applicants themselves can ask that no information beyond name and address (for applicant) be passed on to Connexions. If as an applicant, you wish to opt-out and do not want Connexions to receive from us information beyond name and address, then please contact us

Applicants, learners and employers, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller (in this case On Site Bristol). The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and therefore it is the responsibility of the learner to ask for this information.

If you wish to access your personal data, then please contact On Site Bristol in writing. Please address any correspondence to **Catherine Edwards, Business Administrator, On Site Bristol, Avonquay, Cumberland Basin, Bristol, BS1 6XL**

Your attention is drawn to Fair Processing Notice – Full Text, which gives supplementary information about the processing of data by the organisations mentioned above, and gives greater details of how the data is processed and the rights of applicants, learners and employers. This can be accessed via our website or by writing to us requesting a hard copy to the above address.