

# Privacy Notice for Education & Skills Funding Agency (ESFA) and Apprenticeship Levy Funded Training Programmes

## **Information held about you**

As part of the funded training programme that you have enrolled on, Hoople will collect personal data about you and members of your household where appropriate.

This information will include:-

- Personal details such as address, telephone number, e-mail address, date of birth, household situation, prior attainment, employment details and medical information e.g. allergies.
- Learning contact we have had with you including details of meetings, observations, reviews, examination results and assessment decisions

## **Who is processing my data?**

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Hoople Limited.

## **How will we use the Information we hold about you?**

We will collect information about you (where applicable) to:-

- Process your application,
- Manage and support you through the lifecycle of the training programme
- Comply with ESFA (Education & Skills Funding Agency) funding regulations

## **What is the legal basis for us to process your data?**

The legal basis for processing the data is carrying out of a contract in relation to your training programme to which you are a party.

## **Who we will share your information with?**

In order to comply with contractual obligations we may share your information with partner organisations including:-

- The Education & Skills Funding Agency (ESFA)
- Learner Records Service
- OFSTED
- Apprenticeships Certificates England (ACE)
- Awarding bodies

On occasions, your information may be accessed by contracted IT support organisations in the delivery of IT support for both the IT infrastructure and associated systems, for the processes

detailed in this privacy notice. Access by IT support will only be for such reasons as fixing any technical issues with software, and any viewing of data will be incidental to this.

Subject to strict agreements describing how it will be used, your information may also be shared with:

- The local authority – for Learners aged 16-19, or those learners with a Statement of Education, Health and Care Plan (EHC Plan) under the raising the participation age (RPA) agenda
- Your Employer

We will not normally share your information with organisations other than our partner organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared

### **How long do we keep your records?**

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept in line with the ESFA (Education & Skills Funding Agency) & ESF (European Social Fund Programme Contract (For the 2014-20 ESF programme until at least 31<sup>st</sup> December 2030.)) All information will be held securely and destroyed under confidential conditions.

### **Your rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to Data Protection, Hoople Ltd, Auxilium House, Legion Way, Hereford HR1 1LN or via email: [Data.Protection@Hoopleltd.co.uk](mailto:Data.Protection@Hoopleltd.co.uk)

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

### **Providing accurate information**

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

### **Further information**

If you have any questions or concerns about how your information is used, please contact <team> in the first instance. You can also contact the Data Protection Officer, Hoople Limited, Auxilium House, Legion Way, Hereford HR1 1LN, email: [Data.Protection@Hoopleltd.co.uk](mailto:Data.Protection@Hoopleltd.co.uk)

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>