

Overview

The Learning Records Service provides two recommended versions of Privacy Notice Text: Shortened Text and Extended Text. The following or similar wording should be included in Privacy Notices presented to Learners (data subjects) to inform them how their information is processed and shared. All organisations that share learner data have a responsibility under the Data Protection Act to ensure the Learner is informed of how their information is processed and shared.

We are making available this standardised text in word format for you to copy and paste into your own administration systems, forms and documentation, to make things simpler and easier for you.

1) Privacy Notice for: pupils, students, learners and trainees

1) Shortened Text for Privacy Notice

This suggested wording can be included into application systems and registration forms where you have limited space to include text...

Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. Further details of how your information is processed and shared can be found at www.learningrecordsservice.org.uk/privacynotice

2) Extended Privacy Notice for: pupils, students, learners and trainees

A brief and simple explanation of what this means to you...

Suggested wording to include in accompanying materials to supplement registration and enrolment forms if required and which provides a simple explanation to accompany the Privacy Notice.

- Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue and/or verify your Unique Learner Number (ULN) and up-date and/or check your own Personal Learning Record.
 - Your Personal Learning Record will include information about your qualifications, awards, training and learning achievements that you may collect throughout your lifetime – at all levels and also whilst you are working and learning.
 - Your Personal Learning Record can be shared with organisations who have a responsibility for providing, funding and serving your education and training.
 - If you are below the age of 16, you might wish to discuss this privacy notice with your parent or legal guardian.
 - The Skills Funding Agency is a public body that funds qualifications and training that you may be receiving. It is responsible for maintaining ULNs and Personal Learning Records on behalf of all individuals aged 13 and above in England, Wales and NI.
 - Your Unique Learner Number (ULN) is a ten digit reference number and is unique and individual to yourself for use within education. Please keep this number in a safe place since you will need it during your lifetime, just like your National Insurance Number.
 - It is used to create and up-date your own Personal Learning Record (PLR), which will be conveniently located online for you to access at www.learningrecordsservice.org.uk
 - Your record confirms what you have achieved and when.
 - The Skills Funding Agency may share your ULN and Personal Learning Record information with other education related organisations, such as your careers service, school, college, university, UCAS, student loans company, Government Departments and public bodies responsible for funding your education.
 - Please note that **you can opt-out** of the Skills Funding Agency sharing your Personal Learning Record. However, you can not opt-out of the Skills Funding Agency storing your information.
 - You can opt-out of sharing your participation and achievement data by contacting the LRS Customer Helpdesk on 0845 602 2589. You will be required to provide some personal details to confirm your identify, which may include your Unique Learner Number (ULN), if known
-

Standard Learning Records Service Privacy Notice Text

How We Use Your Data

This statement is intended to provide you with information as to how The Learning Records Service will collect and use your personal information and data, and how you can exercise choice in respect of the use of your personal data.

The Learning Records Service is operated by the Skills Funding Agency. The Learning Records Service collects data relating to learners registering for relevant post-14 qualifications, for example GCSEs, AS and A2 Qualifications, Diplomas and associated units, Apprenticeships, Entry to Employment Certificates and other vocational units.

The Learning Records Service offers a facility which stores learner participation and achievements. By providing your personal information, relevant organisations will have access your Personal Learning Record to enable the use of your personal information in order to assess your achievements, awards and credits and to offer advice and guidance.

The Learning Records Service offers the following core services:

- a Learner Register which allocates a Unique Learner Number (ULN) to each learner.
- a Personal Learning Records Service. The Personal Learning Records Service will offer you the facility to access your participation and achievement data from relevant data sources via the LRS website.

Collection of data

The Learning Records Service collects data from:

- information which is already being collected by other agencies from schools and other learning providers.
- information you provide when you register with a learning provider.
- qualification, unit and Rules of Combination data from Ofqual.
- participation and achievement data from the National Pupil Database and Skills Funding Agency.
- Learner achievement data supplied by Awarding Organisations directly in to the Personal Learning Record.

Use of data

The Unique Learner Number enables education and training sector organisations, and Awarding Organisations regulated by Ofqual, to share information about participation and achievements in a consistent and approved manner, promoting good information management practice, and helping to improve accuracy and efficiency.

This will benefit you through enhancing the application processes to Awarding Organisations, learning providers, learning advisors and other third parties.

The Personal Learning Record will be shared with organisations linked to your education and training, including those organisations specified in Regulations made under section 537A of the Education Act.

Awarding Organisations will have very limited access to your achievement data in order to support you in their decision making regarding qualifications and to support you in claiming and transferring prior credit.

All organisations that will have access to the information you provide are registered under the Data Protection Act 1998 and will use your personal information in accordance with the requirements of the Act. These organisations are required to sign relevant agreements and control documentation

which requires them to manage your data responsibly [and only to access information where there is a direct connection between you and the relevant organisation].

At no time will your personal information be passed to any organisations for marketing or sales purposes.

Permissions for sharing

Because the ULN is required for the administration of services within the education and training sector (such as the issuing of certain qualifications), you cannot opt-out of being issued with a ULN on the Learner Register.

You can opt-out of sharing your participation and achievement data through The Learning Records Service. Details of how you may opt-out of sharing your participation and achievement data within The Learning Records Service can be found at

<http://www.learningrecordsservice.org.uk/about/faqs/learners-advisers-employers-faqs.htm> or by telephoning the **Learning Records Service's Customer helpdesk on 0845 602 2589**.

The Personal Learning Record also enables you to share, as much or as little, of your participation and achievement data held in the PLR with other third parties.

You can also share information with other organisations and individuals by creating a configured view of your participation and achievement data. The configured view allows you to create the view of your participation and achievement data and furthermore to share information with any third party that you wish.

One potential consequence of deciding not to allow data sharing of your participation and achievement data contained in the Learning Records Service will be that you may need to provide copies of certificates or other information to verify qualifications. You will also inhibit organisations that can support your continued education working with you, to perform on your behalf including the learner centric functions: Routes to Achievement, Rules of Combination queries and Credit Transfer functions.

Correcting inaccurate data

A major benefit of The Learning Records Service is that you can check that information held about you is accurate and request that any errors are corrected. If you believe that any information on your Personal Learning Record is incorrect then you should follow the data challenge procedure found on the LRS website.

Sensitive personal data

The Learning Records Service makes every effort not to collect any information which consists of sensitive personal data (e.g. data which relates to ethnic origin, physical or mental health, religious beliefs, trade union membership or any criminal offences or proceedings).

If you find that any sensitive personal data has inadvertently been included, you should contact the Agency through the service desk. The Learning Records Service currently employs a process of sensitive personal data identification and removal.

Sensitive learners

The Learning Records Service recognises that some learners have specific concerns about privacy which mean that additional safeguards are required. The Learning Records Service implements a Sensitive Learners Policy to ensure these safeguards are implemented.

Security

The Learning Records Service recognises the need to keep your information secure and has implemented a Security Policy that provides the appropriate technical and organisational measures aimed at preventing loss of, or unauthorised use of, your information in accordance with Government standards.

How long will we keep your data?

The Learning Records Service is intended to provide a life-long record of learning which will be available to you at any time you choose to participate in education or training. Therefore the Learning Records Service may continue to hold your ULN, Personal Learning Record and Qualification Credit Framework and associated data for 66 years and will be reviewed periodically.

Updates to this policy

The Learning Records Service recognises that privacy and data protection concerns can evolve over time and will keep this policy under review. Any amendments will be posted here and will be notified to learners when they access their Personal Learning Record.
