

WEST Privacy Notice

Providing us with your personal data is necessary for you to generate your learning record and learning plan, to assist your tutor in building a learning plan tailored to your needs.

The Welsh Government will be data controller for any personal data you provide as part of your participation with the Wales Essential Skills Toolkit. The use of the data will be for monitoring and evaluation purposes only. The lawful basis for processing your personal data is part of Welsh Government's public task.

Post16 - Training Providers and HMPPS will be data controllers in their own right for any personal data they may collect and process to allow for the delivery of training to be undertaken.

All fields in your learner record are mandatory unless otherwise stated; this includes where 'prefer not to say' is an option

All the information you provide will be processed in accordance with Data Protection Act 2018 and the General Data Protection Regulation 2016.

This Privacy Notice sets out how the information collected from you will be used and who will have access to it.

What information about you will Welsh Government process

Name

Address

Postcode

Date of Birth

Email address

Institution

Course Title

Who will we share your information with and what will they use the information for?

We will not share your information with any third party outside of our organisations, other than as set out below:

- Welsh Government may use your data to:
 - Make improvements to the website
 - Inform the individuals future provision;
- With auditors to assess whether the project/programme has followed the correct procedures;
- To link your records to other data sources held by Welsh Government and UK Government departments to facilitate research in to the impact the project has

had on those who took part. These data sources might include the Longitudinal Educational Outcomes dataset, Careers Wales data, the Lifelong Learning Wales Record, records held by HM Revenue Customs (HMRC) and Department for Work and Pensions (DWP), the Labour Force Survey and Annual Population Survey.

- To help us understand the effectiveness of the scheme we may share your contact details with approved research organisations so that they can talk to you about your experiences. Not everyone who takes part in the scheme will be contacted. If you are contacted by researchers, the purpose of the interview will be explained to you and you will be given the option not to be interviewed. The research organisations will delete your contact details once the research is complete. Research organisations may also be given access to anonymised data (versions of the data that don't include things like names or contact details) for the purpose of research, analysis or equal opportunities monitoring.
- Fraud prevention agencies will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment in future.

Security and Storage

The Welsh Government follows strict security procedures in the storage and disclosure of information given to us. The Welsh Government retention policy requires us to store your details on our files for 10 years after the end of the financial year which you receive funding. When we no longer need to retain your information we will ensure it is disposed of securely.

By receiving support through this project/programme you acknowledge that you information will be used in the ways set out above.

Under the data legislation you have the right to:

- Access the personal data that we are processing about you;
- Rectify inaccuracies in that data;
- Object to or restrict processing (in certain circumstances);
- Request for your data to be 'erased' (in certain circumstances);
- Lodge a complaint with the Information Commissioners Office (ICO).

For further information about the information which the Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer
Welsh Government
Cathays Park
CARDIFF
CF10 3NQ

Email: DataProtectionOfficer@gov.wales

If you have a concern about how your personal information is being processed you can contact the Information Commissioners Office (ICO).

The ICO can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AD

Tel: 01625 545 745 Fax: 01625 524 510

Email: casework@ico.org.uk

How to remove your information

At any time, you may request that your information be removed from our database by sending an email request to the site administrator at the email address below. After you have been removed from the database, the website may no longer be available to you.

If you have any further questions about this privacy policy, please contact us at:

Tribal Education Limited
Tribal House
10 Norwich Business Park
Whiting Road
Norwich
NR4 6DJ

Tel: 0844 811 5086

Email: servicedesk@tribalgroup.com

Please mark your query 'Wales Essential Skills Toolkit privacy policy'.