

Data Protection Policy

Skills College UK is required to keep certain information about its learners in order to allow it to record learner achievements, effectively manage customer correspondence, monitor the effectiveness of its qualifications and comply with regulatory bodies such as Ofsted, funding agencies such as the ESFA, delivery partners as well as the Awarding Organisations.

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

To do this, Skills College UK must comply with the Data Protection Principles which are set out in the Data Protection Act 2018 which is the UK's implementation of the Governments General Data Protection Regulation (GDPR).

In summary these state that personal data shall:

- be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- be adequate, relevant and not excessive for that purpose.
- be accurate and kept up to date.
- not be kept for longer than is necessary for that purpose.
- be processed in accordance with the data subject's rights.
- be kept safe from unauthorised access, accidental loss or destruction.
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

Policy Implementation - Skills College UK

Skills College UK and all staff who process or use personal information must ensure that they follow these principles at all times.

Skills College UK will adhere to the Act through the following measures:

- fully observing conditions regarding the fair collection and use of information
- meeting its legal obligations to specify the purposes for which information is used
- collecting and processing appropriate information only to the extent that it is needed to fulfil our operational needs or to comply with any legal requirements

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- ensuring the quality of information used
- ensuring that the information is held for no longer than is necessary whilst being fully compliant with ESFA standards
- ensuring that the rights of people about whom information is held can be fully exercised under the Act (i.e. the right to be informed that processing is being undertaken, to access one's personal information; to prevent processing in certain circumstances, and to correct, rectify, block or erase information that is regarded as wrong information)
- store data securely using password protected computer systems to store electronic data. Password protected files are also used when sharing sensitive data via email and any emails sent containing personal or sensitive data are marked as classified
- original paper-based copies which hold sensitive data are stored securely in Skills College UK's head office. The paperwork is stored in locked filing cabinets and the office itself can only be accessed by trained staff who have keys to the facility and the alarm code to be disabled. Visitors to the venue can only access the building once the electronic lock has been disabled by a member of SCUK staff already in the office. They are then required to sign in and out when leaving the office
- staff who are required to handle sensitive information away from the head office such as during course sign-ups are provided with lockable cases to secure sensitive data once gathered. Following completion of the sign ups, staff are required to return the data immediately to head office for secure storage. No sensitive data should be held by staff overnight either in their vehicle or household. Any instances where this is found will be classed as a data breach and relevant reporting and disciplinary procedures followed
- permanent members of staff required to gather personal information are provided with company laptop and mobile phone. Staff provided with these are given training and sign relevant training logs to confirm their understanding of how these electronics should be used. Passwords for all devices are set by the company administrator so that the company retains access to its information and can check that its property and data are being used appropriately
- all staff are provided with certified training in relation to GDPR and this is refreshed with in-house training every 6 months as part of the companies' staff training calendar
- training for staff not only covers how to secure the data of others but protection of their own personal data. This includes not sharing personal mobile numbers, email addresses, home addresses or any personal details that someone could use to harm or negatively impact on staff. For staff required to carry out delivery or training services in prisons under the companies MOJ PEDPS approval, additional training on 'grooming avoidance' and 'self-protection' is provided by the National Offender Management Service (NOMS) as part of their initial vetting
- any data breaches are to be reported immediately to Richard Jones as a Director who will then alert the ICO (Information Commissioners Office) and those affected. In any such instance a log is created of the incident and Skills College UK will review its procedures in order to improve its practice and protect the security of its data.

Learner information

Details of learners' personal details, registrations, assessment results and qualification or unit achievements are retained by Skills College UK for a minimum of 1 year and all Awarding Organisations for a minimum of 6 years unless authorised by a learner, this information will not be shared with other parties other than Skills College UK and appropriate Awarding Organisations, Regulatory Body and Funding Agency.

Learners wishing to access personal details in relation to all Awarding Organisations qualifications will be subject to an identity check before any information is disclosed.

In accordance with Condition D4.2 of the Ofqual Conditions of Recognition all Awarding Organisations are not obliged to disclose information, if to do so would breach a duty of confidentiality or any other legal duty.

Contact Us

For further information on the contents of this policy, or to submit a subject access request please contact Richard Jones at richard@scuk-ltd.co.uk

Brexit and GDPR

Skills College UK recognise the impact of Brexit on the U.K. and certain legislations associated with being part of the European Union. In the event of the U.K. leaving the European Union in 2020, the principles of the GDPR regulation, which is a European Union Law, will be considered best practice and so long as there is no conflict with U.K. data protection act, these best practices will be adhered to.



Appendix

Appendices 1: Data Protection & Subject Access Request Form

Skills College UK: Data Protection & Subject Access Request Form

Form Number: _____

| Section A – Your personal details | |
|-----------------------------------|--|
| Full Name | |
| Learner Registration Number | |
| Date of Birth | |
| Address | |
| E Mail | |
| Contact Telephone Number | |

Please complete section B to submit a subject access request or section C to submit a complaint regarding Skills College UK's control or handling of personal data.

| Section B – Subject access request | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <i>*Please note; for security and data protection purposes, all subject access request require a copy of photo ID and proof of address (utility bill or bank statement) to be submitted with this form.</i> | |
| Description of request <i>Please describe your request and its purpose.</i> | |



Section C – Data protection complaint

What is the complaint? Please describe in detail:

Are you happy for SCUK to contact you to discuss the complaint in more detail?

Yes / No

If no, how would you like Skills College UK to address the complaint:

Section D - Declaration

I confirm that the information given on this form and any supporting documentation is true to the best of my knowledge and belief.

| | |
|--------------------|--|
| Print Learner Name | |
| Signature | |
| Date | |

| | |
|---------------------------------|--|
| Print SCUK Member of Staff Name | |
| Signature | |
| Date | |

