



Privacy Notice– Part 1: Spencer Academies Trust

Focus: Spencer Apprenticeships

Who we are

This work is being carried out by the Spencer Apprenticeships team within Spencer Academies Trust, which works as a registered apprenticeship training provider. The apprenticeship team offers training for the Teacher Apprenticeship (L6), TA Apprenticeship (L3) and Business Administrator Apprenticeships (L3). The apprenticeship provision serves both schools within Spencer Academies Trust and beyond with partnerships outside of the multi-academy trust.

For the purpose of data protection legislation, Spencer Academies Trust is the data controller for the personal data processed as part of the apprenticeship provision.

How we will use your information

We collected your personal data directly from you and retain it in order to perform our duties within the remit of the apprenticeship provider, in this instance for the collecting of data for the purposes of the training, assessment and award of an apprenticeship. This also relates to how we collect and store information with the following platforms required in the administration of apprenticeships:

- Individual Learner Records (with the ESFA)
- OneFile (portfolio and ILR management system)
- BKSB (the assessment of Maths and English as required for functional skills)
- Training Qualification UK and Ace360 (end point assessment platform)
- MyConcern (adult safeguarding record keeping platform)

The nature of your personal data we will be using

The personal data that we have used for this purpose is the information that you provided to us at the point learners onboard onto the training programme as required by the ESFA, including:

<ul style="list-style-type: none"> ● Full Name ● DOB ● Email ● Occupation 	<ul style="list-style-type: none"> ● Address ● Prior attainment data ● Identification 	<ul style="list-style-type: none"> ● Place of work ● Ethnicity ● Disability information
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Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant condition(s) that we are meeting are:

Contract: Article 6 (1) (b) "processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract"

The collection and sharing of this type of data is necessary in order to execute the contract in ensuring the learner is registered with the ESFA for the provision of levy-funded apprenticeship training.

And in terms of any special category data we process, such as ethnicity and health data, this is also lawful to ensure statutory compliance with the ESFA Funding Rules and our associated contractual obligations with the learners.

Who we will make your personal data available to?

Your key personal data as outlined above will be made available to:

- Individual Learner Records (with the ESFA)
- [OneFile](#) (portfolio and ILR management system)
- [BKSB](#) (the assessment of Maths and English as required for functional skills)
- [Training Qualification UK](#) and [Ace360](#) (end point assessment platform)
- [MyConcern](#) (adult safeguarding record keeping platform)

How long we will keep your personal data?

The data is retained for 6 years from the date the study ended by all organisations, apart from the Individual Learner Record service which is administered by the DfE.



Your Data Protection Rights

You have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you need to contact us regarding any of the above, please do so via a direct email to the Apprenticeships Operations Manager – Sarah Kelly, sarahkelly@satrust.com

Further information about your data protection rights appears on the Information Commissioner's website at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>.

The right to lodge a complaint

If you are unhappy with our use of your personal data, please let us know by contacting the Apprenticeships Operations Manager – Sarah Kelly, Apprenticeships Operations Manager – Sarah Kelly, sarahkelly@satrust.com You can also follow our complaints procedure as outlined on our website - <http://satrust.com/policies/>

Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

Last updated

We may need to update this privacy notice periodically and will inform you if we do. This version was last updated on 15th March 2023.

Contact Info:

If you have any questions about how your personal information will be processed, please contact us at spencerapprenticeships@satrust.com and enter **Privacy Notice and Data Retention Question** as a reference.

04.10.2024



Privacy Notice – Part 2: ESFA – ILR

Focus: ILR Privacy Notice 2022 to 2023 v1 January 2022

Training providers should ensure that all learners have seen this privacy notice as part of their enrolment process.

This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the ESFA Privacy Notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>)



If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form
<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

Date last updated: 12 January 2022 located [HERE](#)

Confirmation of Receipt

Name of Learner:

School / Employer:

I can confirm that I have been shown the above policies.

Signed: _____

Date: XX/XX/XXXX