

## **Privacy Notice - Data Protection, a guide for students (2023)**

### **Introduction**

#### **Welsh Government**

The learning programme you are about to enrol on is funded either directly by the Welsh Government or part funded via the European Social Fund (ESF) (through the Welsh Government).

Taking part in this programme is dependent on you providing personal data. The Welsh Government will be the data controller for the personal information it receives. The Welsh Government will use this data to carry out its public task in the administering and monitoring of its funds. Other information will be kept by the College to administer the programme.

If your programme is ESF funded, you will be asked by the College to supply additional evidence such as a passport, recent payslip or qualification certificate. A copy of this evidence will be retained by the College for ESF audit purposes, a sample will be sent to Welsh Government.

For a full list of personal and special category data used by the Welsh Government please click here for the full privacy notice <https://www.gov.wales/lifelong-learning-wales-record-privacy-notice>

**Gower College Swansea** processes data on behalf of the Welsh Government and collects and processes additional information, details of which are given below.

We consider the processing of your personal data for the purposes set out below to be necessary for the performance of the tasks we carry out in the public interest, and as part of our statutory duties, i.e, running a college and providing education for learners.

#### **How your data will be used by the College**

Your provider, Gower College Swansea processes data on behalf of Welsh Government (WG) and collects additional data in order to enable us to

- support your teaching, learning and assessment;
- provide access to College systems;
- monitor and report on your progress;
- satisfy health and safety and equal opportunities requirements;
- provide appropriate pastoral care, and ensure we meet our duty of care to all our learners;
- Medical declarations and the required supporting evidence that we need to be aware of, to provide the appropriate support
- Analyse the performance of the College and its learners

#### **What personal data the College collects in addition to that provided to the Welsh Government**

The Personal Data we collect includes;

- Previous surname
- Known name
- Mobile phone number
- Email address
- Emergency contact details
- Permanent country of residence
- Date of entry into the UK
- Residency status information
- Your previous Qualifications
- Whether English is your second language
- Whether you've had special arrangements for examinations previously
- Medical evidence relating to any special arrangements that we need to be aware of while you study with us and to apply to your learning and examinations.
- Whether you have access to a device at home for online learning

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- Information from your previous school and the City and County of Swansea (Full time)
- Information relating to a DBS application (where required due to type of course)
- Attendance information
- All work submitted, including marks and grades awarded

With your consent we also ask for the following data, including in some cases special category data from you, in order to comply with equality monitoring. You may withdraw your consent to processing this data at any time.

- Religion or Belief
- Marital Status
- Sexual Orientation
- Ethnicity
- Disability

We ask for details about your First Language in order to comply with the Welsh Standards, and inform decisions regarding our Welsh Language delivery. You may withdraw your consent to processing this data at any time.

**Who does the College share your data with?**

College will share some of your data with the following approved organisations

- Welsh Government (as described in this privacy notice)
- Learner Records Service (for the allocation of a ULN)
- WEST (educational screening tool provided by Welsh Government)
- Awarding Bodies
- Local Careers Wales
- City and County of Swansea Education Department
- Colegau Cymru – Upshot
- Contracted partners for distribution of full time welcome/information packs
- Further data controllers and processors may be added from time to time

Your data is only used or passed on for specific purposes allowed by law. We have to send some of the information we hold about you to the Welsh Government (WG). WG privacy notice is detailed below.

**How long will the College keep your data for?**

College will retain your data in line with WG requirements. Data that we collect for our own purposes is detailed below

Type of Record	Retention Period	Purpose
Student Data / Records not required by WG, including academic achievements and conduct	At least 6 years from the last date that the student leaves the College	Limitation period for negligence
	At least 10 years for personal and academic references	Permits College to provide references for a reasonable length of time
	Certain personal data may be held in perpetuity	While personal and academic references may become "stale", some data, eg transcripts of student marks may be required throughout the students future career.

**Security Arrangements**

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Your data, both in electronic and paper-based form is stored in accordance with our policy either in password protected files or in locked cabinets or rooms. Staff have access to your data only on a "need to know" basis in accordance with their duties within the College and all have compulsory training on the GDPR and their responsibilities.

## **Your rights and choices**

Under the General Data Protection Regulation (GDPR) you have the right to:

- access the personal data the College holds on you
- require the College to rectify inaccuracies in that data
- object to processing on grounds relating to your particular situation (in some circumstances)
- restrict processing (in some circumstances)
- have your data erased (in certain circumstances)
- lodge a complaint with the Information Commissioner's office (ICO) who is the independent regulator for data protection

Your responsibilities: we endeavour to ensure the data we hold is accurate. Please inform us if you have changes to your personal data e.g. address, telephone number etc. Forms are available online and via reception areas.

## **Contacts:**

The College's Data Protection Policy is available on the College website.

If you want further clarification on the GDPR or wish to access your personal data held by the College then please contact:

Data Protection Officer: [DPO@gowercollegeswansea.ac.uk](mailto:DPO@gowercollegeswansea.ac.uk)

## **Complaints**

If you wish to make a complaint you may contact the Information Commissioner's Office please see details below:

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

## **Welsh Government**

### **Lifelong Learning Wales Record (LLWR) Privacy notice Part One (Short Version) V7.0**

#### **Introduction**

The learning programme you are about to enrol on is funded either directly by the Welsh Government (WG) or part funded via the European Social Fund (ESF) approved operations (through the Welsh Government).

Your participation in the programme is dependent on you providing personal data. The legal basis we rely on to process your personal data is article 6(1)(e) of the UK General Data Protection Regulation. This allows us to meet our legal duties and administer and monitor the funding we provide. Where you provide special category information, such as ethnicity, this will be processed, for reasons of substantial public interest (under Article 9(2)(g) and statistical purposes (under Article 9(2)(j)). A full list of special category data can be found in Part two/ full version of the privacy notice.

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The Welsh Government will be the data controller for the personal information you provide.

If your programme is ESF funded, you will be asked by your learning provider to supply additional evidence such as a passport, recent payslip or qualification certificate. A copy of this evidence will be kept by your learning provider for ESF audit purposes, and a sample of learner evidence across providers will be sent to the Welsh Government.

### **What will the Welsh Government use your information for?**

The Welsh Government uses your data for funding, planning and policy development as well as monitoring learner outcomes (such as achievement of qualifications, learner progress and destinations).

Additionally, your data will be used in official statistics and research about post-16 learning, including how health and individual circumstances affect the educational outcomes of learners in Wales. Our official statistics reports give an overall picture of learners in Wales, what they study, their achievements and their destinations after they leave learning. They include, for example, information on patterns in learners' gender, ages, and the qualifications, subjects and levels they are studying. Individual learners cannot be identified in these publications.

As part of Jobs Growth Wales Plus (JGW+) employment strand, data will be used to determine Welsh Government wage rate subsidy payments whilst during the period of employment, to ensure the correct wage is being paid for the participant. Employer data will also be used to support, monitor and determine the destination of those participants through employment.

Research organisations will also use post-16 learner data to evaluate Welsh education policies and programmes. As part of these evaluations, they may also conduct optional learner surveys, which will assess the impact of a programme on the individual learner as well as contribute to future Welsh Government policy development; for example, establishing how much apprentices are paid, which then contributes to developing a national minimum wage policy.

In order for the Welsh Government to evaluate the impact of its programmes on certain groups of learners, we will link your data with other educational records we hold, such as the Pupil Level Annual Schools Census, Welsh Examinations Database and Higher Education Statistics Authority. We use this linked data to help us understand the progress and outcomes of learners in Wales, to inform our research, performance measures and statistical publications. We may also share this linked data with researchers and with our partners, including Estyn and Qualifications Wales, to help them carry out their own data analysis to inform inspections and reviews. Individual learners cannot be identified in the linked data we share with our partners.

For a more detailed list of how your data is used, please refer to Part Two/Full Version of this privacy notice below.

### **Who the Welsh Government shares your data with and why**

Please see below or go to <https://gov.wales/lifelong-learning-wales-record-privacy-notice> for the Part Two/Full Version of the privacy notice for a complete explanation of who we share your data with and why.

### **Your rights and choices under the General Data Protection Regulation (GDPR) include:**

- access to the personal data the Welsh Government holds on you
- requiring the Welsh Government to rectify inaccuracies in that data
- objecting to processing on grounds relating to your particular situation (in some circumstances)
- restricting processing (in some circumstances)
- having your data erased (in certain circumstances)
- lodging a complaint with the Information Commissioner's office (ICO) who is the independent regulator for data protection

## How long will the Welsh Government keep your data for?

Data Type	Data Retention Period	Data uses
Further Education and Adult Learning	Your data will be deleted after 10 years	This enables the Welsh Government to analyse learner data and create reports over a period of time. These reports will be used to help inform policy decisions or to forecast future funding. Where learning is ESF funded data is kept so that it can be checked and audited. The timescales for keeping data are decided by the European Union.
Apprenticeship Commissioning Programme (ACP)	Your data will be deleted 10 years after the end of the contract period	
Jobs Growth Wales Plus (JGW+)	Your data will be deleted after 10 years	
Your data will be kept for a longer period for statistical and research purposes.		

### Contacts

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 write to us using the details below:

Data Protection Officer

Welsh Government

Cathays Park

Cardiff

CF10 3NQ

Email: [dataprotectionofficer@gov.wales](mailto:dataprotectionofficer@gov.wales)

To contact the Information Commissioner's Office, please see details below:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline)

Website: <https://ico.org.uk/>

### Notifications of changes

This Privacy notice was last updated in March 2023 and we keep it under regular review to make sure it is up to date and accurate. We will always notify you of changes to the use of your data via this Privacy notice and your provider. All of the Welsh Government's processing will comply with data protection legislation.

If you prefer not to supply your special category data at any time, you must contact your learning provider who will update your record.

### Lifelong Learning Wales Record (LLWR) Privacy notice Part Two (Full Version)

It is mandatory that the LLWR Privacy Notice is seen by each learner during the enrolment process and for those learners that are currently in learning

### What personal information about you is collected and used by the Welsh Government?

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Personal data is collected by providers about you and sent to the Welsh Government for the LLWR, the data collection system for Further Education, Adult Learning, Apprenticeship Commissioning Programme and Jobs Growth Wales Plus. As defined in the UK General Data Protection Regulation, your personal data is your:

- Unique learner identifier (created by the Welsh Government)
- Learner Identifier number (created by your learning provider)
- Surname
- Forename(s)
- Address
- Postcode
- Telephone number
- Email
- National Insurance Number
- Gender
- Surname at 16
- Date of birth
- National identity
- The last school you attended
- The year you left school
- A unique learner number (created by the Learning Records Service)
- Whether you are a migrant worker
- Learning Difficulty or Disability indicator
- Postcode (at start of learning programme)

The Welsh Government also processes special category data on learners’:

- Ethnicity
- Disability type
- Health condition

Providing this data is optional.

Please see **Annexe A** for a list of the non-personal data fields Welsh Government collect

### **How will your data be used by the Welsh Government internally?**

- In evaluations of programmes and projects, to inform decision on future policies for post 16 learning.
- To measure the outcomes of post-16 learning, including learners’ achievement of qualifications, progress and destinations.
- To allocate and monitor funding of post-16 learning, including learning which is jointly funded by European Social Fund approved operations.
- By Welsh Government auditors, who check data on a monthly basis to ensure that Apprenticeship commission programme providers are delivering what is outlined in their contract or funding agreement with the Welsh Government
- To promote equality and diversity on post-16 learning across Wales, to help ensure that we comply with the Equality Act 2010.
- To produce anonymous official statistics on post-16 learning in Wales

### **How will your data be used by third parties?**

- The Welsh Government links your data internally and with external government bodies such as the **Department for Work and Pensions**, to evaluate the impact of learning programmes such as apprenticeships

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- By **research companies commissioned by the Welsh Government** to undertake evaluations of programmes such as Apprenticeships and Traineeships. This may include contacting learners past and present to take part in surveys, although you will always have the option to take part or not in the survey if contacted.
- By the **Office for National Statistics (ONS)**, to publish aggregate statistics related to the economy, population and society at UK, Wales, and local levels. These statistics will be published in a manner that ensures it is not possible to identify individuals. One of the key ONS statistical products is the 2021 Census. The ONS will use the data to help improve the accuracy of the 2021 Census. The ONS will also use the data to undertake research, or to make de-identified data available to approved researchers (as defined in the Digital Economy Act), through their secure research environment. ONS statistical and research projects may involve linking data to other data sources to help understand the interaction between the education system and other issues such as health, well-being or the economy. All statistical and research work will be undertaken in a manner that includes checks being carried out to make sure that identities are not revealed by the results of the analysis.
- By **Digital Health and Care Wales (DHCW)** who will work with a Secure Research Environment, to link your data with other anonymised information about you which is available to the Welsh Government, the NHS and other public organisation, making sure that identities are not revealed by the results of the analysis.
- By **Swansea University**, a secure research environment where research can be done using anonymised information and where checks are carried out to make sure that identities are not revealed by the results of the analysis. Your name, address and postcode will remain separate from your data at all times and will not be available in the secure research environment. The information is used for statistical and research purposes only. An example of the key research questions that are answered by this work is how health and individual circumstances affect the educational attainment of learners in Wales.
- By **Qualifications Wales** to undertake analysis of learner numbers at qualification and sector levels, to help inform sector reviews of qualifications.
- By **Estyn**. Learner number data is analysed and used by Estyn inspectors as part of their inspections of learning undertaken in further education institutions, work-based learning providers, and adult learning providers.
- By the **UK Government Department for Education**, to link learner records to employment, earnings and benefits records held by the Department for Work and Pensions, in order to identify and analyse the destinations of learners into further learning and/or employment once they have left learning.  
Welsh Government will analyse this linked data internally and will also share it with public bodies such as Estyn, Qualifications Wales and HEFCW or third party research organisations such as universities or independent social and economic research companies. When linked data is shared it will be used to assess the effectiveness of policy in the area of education and training – for example looking at how many people with particular qualifications go on to get specific jobs, comparing outcomes for people who go to different education or training providers or seeing whether particular schemes have achieved what they were supposed to achieve.
- By **IFF Research** who undertake research surveys to provide an up to date picture of the pay of the apprentice population in the Wales and across Great Britain and to assist with the development and monitoring of apprenticeship and national minimum wage policy.
- By **KPMG, PwC, BTP Associates Ltd, Mazars and RSM UK**, auditors of further education funding who ensure the Welsh Government can assess whether data returned by institutions are a reliable basis for making funding decisions.
- By **Careers Wales** to meet its objective of providing support to specific groups of individuals who are at a high risk of becoming disengaged from education, employment and training. To achieve this, LLWR data will be used to match to existing active Careers Wales client records.

This means that some of the non-personal information provided to Careers Wales will be available to Careers Wales on a day-to-day basis. This will include course information, start date etc; Details of how Careers will use your information can be found in their privacy notice. <https://careerswales.gov.wales/about-us/privacy-notice>

The following third party contractors carry out data matching and analysis on behalf of the Welsh Government:

- **London Economics Ltd** matches together the same learners that appear in separate educational datasets (the Pupil Level Annual Schools Census, Welsh Examinations Database, Post-16 Collection and Higher Education Statistics Authority data) which in turn is used by Welsh Government to understand learners' progress through the education system, and their destinations once they leave learning.

The sharing of learner data with third party contractors is always governed by strict requirements of confidentiality and security, and contractors carrying out research and evaluations on our behalf have to comply with the Government Social Research Code.

### Data Sharing Agreements

The Welsh Government has a formal data sharing agreement in place whenever we share your data with a third party. Part of the agreement means the third party will have to sign a confidentiality agreement in relation to your data to show that they operate satisfactory information security procedures, that they will only use your information in prescribed ways and that they will destroy their copies of your data when it is no longer needed.

### Security Arrangements for your data held by the Welsh Government

The data the Welsh Government collects about you will be stored in an access controlled secure database, which is regularly tested for safety and integrity.

### Summary of changes to the LLWR Privacy Notice between version 6.0 and 7.0

ONS wording has been updated  
 HMRC has been added to the privacy notice  
 Special category lawful basis has changed

### Annexe A

<b>Non Personal data</b>	<b>Notes</b>
Accreditation of prior experiential learning indicator	Recognises the skills and knowledge that the learner has already achieved towards a qualification.
Actual Asynchronous hours	
Actual Synchronous Hours	
Actual work or centre based hours	Records how much time the learner has spent learning at an employer or at a college or other learning centre
Amended work or centre based guided contact hours	Records how much time the learner has spent learning at an employer or at a college or other learning centre
Assessable learning	Whether learning is assessable, allowing identification of learning activities which should have linked awards (qualifications)

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Attainment indicator	
Award credit level/value	
Award entry identifier	Identifier for each award entry for this learning programme
Award learning aim reference	Identifier for learning activity drawn from Qualifications Wales or a Welsh Government defined generic code
Caring Responsibility	Records whether ESF-funded learners have caring responsibilities
Completion status	
Country of Domicile	
Credit level/value of learning activity	
Date commenced and terminated learning activity/programme	
Destination within three months of leaving	
Employer name/postcode	
Employment status at start of programme/before learning	
Employer ID	A unique ID allocated to the employer by the lead contractor
Expected Asynchronous hours	
Estimated Work /Centre Based Hours	Records an estimate of how much time the learner is likely to spend learning at an employer or at a college or other learning centre
Expected end date of learning activity	
Expected Synchronous hours	
Furlough indicator	
Hours worked per week	
Household Status	Records whether ESF-funded learners are from jobless households
Immediate Destination	Destination of learner within four weeks of leaving the programme
Individual development plan indicator	Records whether a learner has an individual development plan (IDP).
JGW+ activity descriptors	Records the activity descriptions for learners on the JGW+ programme
Learner Provision Funding	
Learning aim reference	Identifier for learning activity drawn from Qualifications Wales or a Welsh Government defined generic code
Learning Programme Code/activity reference used by provider	

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Learning Programme Expected End Date	
Learning programme identifier	
Learning Reference used by provider	
Length of employment with same employer	
Level of highest qualification achieved prior to learning programme	
Learning Difficulty or Disability indicator	
Major source of fees	
Method of delivery	Records whether learning is delivered in classrooms, in the workplace or in other ways
Postcode (at start of learning programme)	
Programme Start Date	
Proportion of learning activity delivered through the medium of Welsh	
Provider delivering learning	
Reason for termination of learning programme	
Result and date of result	
Sector framework codes	
Size of employer/Small to Medium Enterprise (SME) code	
State aid	
Subcontractor delivering programme	
Subject of learning/title of award/learning activity	
Total fees paid for learning programme	
Type of highest Welsh qualification achieved prior to learning programme	
Type of learning programme/activity/award	
Type of Welsh medium learning	
Unitary authority code	
Welsh speaker indicator	
Work or centre based guided contact hours	Records how much time the learner is likely to spend learning at an employer or at a college or other learning centre