

## Appendix F - Privacy Notice 2015 to 2016

Version 1 – Published February 2015. Changes from 2014 to 2015 are highlighted in yellow.

This privacy notice is issued by the Chief Executive of Skills Funding to inform learners of how their personal information will be used by the Chief Executive of Skills Funding and the Department for Education, including the Education Funding Agency (and any successor bodies to these offices) to fulfil statutory purposes, and by other bodies with whom data is shared by the Chief Executive for statutory and other legitimate purposes.

Providers should ensure that all learners have seen the privacy notice as part of their enrolment processes.

### Privacy Notice

#### How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding (“the Skills Funding Agency”) and the Department for Business, Innovation and Skills (BIS). Where necessary it is also shared with the Department for Education, including the Education Funding Agency.

The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research.

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training.

You can opt out of contact for other purposes by ticking any of the following boxes if you do not wish to be contacted:

- About courses or learning opportunities.
- For surveys and research.
- By post.
- By phone.
- By e-mail.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

<https://www.gov.uk/government/publications/sfa-privacy-notice>