

# Milltech Training Ltd

## PRIVACY NOTICE



# Privacy Notice

## Summary

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

### 1. Who we are and what we do

Milltech Training Ltd works with a diverse range of employers, young people and also adult learners, supporting them both. We ensure that learners achieve their qualifications and are encouraged and supported throughout this time. We work with 40 employers across the region.

For more information please visit our website [www.milltechtraining.co.uk](http://www.milltechtraining.co.uk)

For the purposes of Data Protection, Milltech Training Ltd is the Data Controller

### 2. What type of personal information do we collect and how do we collect it?

In order to provide high quality and safe services, Milltech will collect and hold information about you. This may include:

- Basic details such as name, address, date of birth and contact details
- Learner Reference Numbers
- Unique Learner Numbers
- Education Information
- National Insurance Number
- Employment Status
- Prior Learning

We also collect the following special category data:

- Ethnicity
- Information about disabilities or additional support needs
- Information about any current education support plans

We collect information about you in the following ways:

- Learner Records Service
- Face to Face
- Over the telephone



### **3. What is our lawful basis to obtain and use your personal information**

- To enable us to provide services to you it is necessary for us to use your personal information to help assess your needs and identify the most appropriate services available.

### **4. What is your personal information used for?**

Information will be used for the provision of Adult Learning. Data will be used to evaluate and improve the effectiveness of Adult Learning, service provision for learners. This includes learner destination data, for example has the learner progressed to a higher qualification, retained employment or further education and what has the learner gained from their qualification.

### **5. Will your information be shared?**

Sharing information is required to enable us to provide you with a range of training opportunities and relevant support.

There are a range of professionals who may be involved in providing services to you and where appropriate will be provided with relevant information about you.

Agencies we may need to share information with include the following:

- Education and Skills Funding Agency
- Ofsted
- Other colleges and education providers
- Learner Records Service
- Other organisations we contract with for the collection of learner destination data

Training Providers are required to pass on some information to the Education Skills Funding Agency who use it to help with their policy development, management and funding decisions and to assist with the development of good practice.

### **6. How do we keep your information secure?**

The security of your personal information is very important to us. The records we keep about you are secure and are confidential within Milltech Training Ltd. We have a range of procedures, policies and systems in place to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to use the information for the purposes agreed and keep the information secure and confidential.



## 7. How long will we keep your personal information?

After we deliver a service to you, we are required by the Education Skills Funding Agency to retain your personal information for 6 years.

## 8. Personal Information processed outside of the European Union (EU)

We do not process your personal data outside of the EU


## 9. Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your consent.

## 10. What are your information rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- Request a copy of the personal information Milltech Training Ltd holds about you
- Have any inaccuracies corrected
- Have your personal data erased
- Place a restriction on our processing of your data
- Object to processing

Date of Review	Actual Review Date	Print Name	Signed
5 <sup>th</sup> January 2021	5 <sup>th</sup> January 2021	M Clelland	
		S Bent	