



Extended Privacy Notice

Extended Privacy Notice text for students, learners and trainees

In order to allow both learners and others to access the learner's PLR, organisations are responsible for issuing a copy of the Privacy Notice to learners.

This statement is intended to provide you with information as to how The Learning Records Service will collect and use your personal information and data, and how you can exercise choice in respect of the use of your personal data.

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The Learning Records Service is operated by the Skills Funding Agency. The Learning Records Service collects data relating to learners registering for relevant post-14 qualifications, for example GCSEs, AS and A2 Qualifications, Diplomas, Entry to Employment Certificates and Qualifications Credit Frameworks and associated units.

The Learning Records Service offers a facility which stores learner participation and achievements collected directly awarding organisations known as the 'Personal Learning Record' (PLR). Permitted organisations will have access to your PLR in order to access your achievements, awards and credits and to offer advice and guidance. You as the learner will have complete visibility of all data relating to you and will be able to determine whether you wish to share your PLR with permitted organisations.

The Learning Records Service core service offering:

- Unique Learner Number (ULN) to individual learners.
- On-line Personal Learning Record.
- Additional functionality to support the QCFW providers will include:
 - A Routes to Achievement function which will enables permitted organisations to view potential future pathways for a learner's education.
 - A Single Qualification Query to understand which units learners need in order to accumulate the relevant credit for a particular qualification.
 - The facility to support Credit Transfer which will enable credit to be transferred between 2 qualifications from 2 different Awarding Organisations.

Collection of data

The Learning Records Service collects data from:



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- Other department agencies, schools and training/learning providers.
- Information provide by you when enrolling with the training/learning provider.
- Qualification, unit and Rules of Combination data from Ofqual.
- Participation and achievement data held by the Welsh Assembly Government
- Learner achievement data supplied by awarding organisations directly into the Personal Learning Record.

Use of data

The Unique Learner Number will enable education and training sector organisations, and Awarding Organisations regulated by Ofqual in England, DCELLS in Wales and Northern Ireland, to share information about participation and achievement in a consistent and approved manner, promoting good information management practice, and helping to improve accuracy and efficiency.

This will benefit you through enhancing the application processes to Awarding Organisations, learning providers, learning advisors and other third parties.

The Personal Learning Record will be shared with organisations linked to your education and training, including those organisations specified in Regulations made under section 537A of the Education Act (refer to Appendix A).

Awarding organisations will have very limited access to your achievement data in order to support you in their decision making regarding qualifications and to support the learner in claiming and transferring prior credit.

All organisations that will have access to the information you provide are registered under the Data Protection Act 1998 and will use your personal information in accordance with the requirements of the Act. These organisations are required to sign relevant agreements and control documentation which requires them to manage your data responsibly and only to access information where there is a direct connection between you and the relevant organisation.

At no time will your personal information be passed to any organisations for marketing or sales purposes.

Permissions for sharing

The ULN is required to fulfil statutory requirements for administrations of services within the education and training sector, you cannot opt out of being issued with a ULN by the Learning Records Service.

However, you can opt-out of sharing your Personal Learning Record. Details of how you may opt out of sharing your participation and achievement data refer to PLR: Useful Information for Learners and Parents documents on [www.Gov.UK: https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents](https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents)



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A consequence of deciding not to allow data sharing of your participation and achievement data contained in the Personal Learning Record will be that you may need to provide copies of certificates or other information to verify qualifications. You will also inhibit organisations that can support your continued education working with you, to perform on your behalf including the learner centric functions of the Qualifications and Credit Framework: Routes to Achievement, Rules of Combination queries and Credit Transfer functions.

Reporting inaccuracies on the PLR

A major benefit of the Learning Records Service is that you can check that information held about you is accurate and request that any inaccurate data is corrected. For more information about how to report a problem on your PLR visit: PLR: Useful Information for Learners and Parents documents on [www.Gov.UK: https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents](https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents)

Awarding Organisation are responsible for maintaining the currency and accuracy of any achievement data they upload into your Personal Learning Record.

Sensitive personal data

The Learning Records Service makes every effort not to collect any information which consists of sensitive personal data (e.g. data which relates to ethnic origin, physical or mental health, religious beliefs, trade union membership or any criminal offences or proceedings).

If you find that any sensitive personal data has inadvertently been included, you should contact the Agency through the service desk. The Learning Records Service currently employs a process of sensitive personal data identification and removal.

Sensitive learners

The Learning Records Service recognises that some learners have specific concerns about privacy which mean that additional safeguards are required. The Learning Records Service implements a Sensitive Learners Policy to ensure these safeguards are implemented.

Security

The Learning Records Service recognises the need to keep your information secure and has implemented a Security Policy that provides the appropriate technical and organisational measures aimed at preventing loss of, or unauthorised use of, your information in accordance with Government standards.

How long will we keep your data?

The Learning Records Service is intended to provide a life-long record of learning which will be available to you at any time you choose to participate in education or training. Therefore, the Learning Records Service may continue to hold your ULN, Personal Learning Record and Qualification Credit Framework and associated data for 66 years and will be reviewed periodically.



Updates to this policy

The Learning Records Service recognises that privacy and data protection concerns can evolve over time and will keep this policy under review. Any amendments will be posted here and will be notified to learners when they access their Personal Learning Record.

Summary

- The information you supply will be used by the Skills Funding Agency, an Executive Agency of the Department for Business, Innovation and Skills, to issue you with a Unique Learner Number (ULN) and your own on-line Personal Learning Record.
- Your Personal Learning Record will include information about your qualifications, awards, training events and learning achievements that you may collect throughout your education lifetime – at all levels and also whilst you are working and learning.
- Your PLR can be shared with organisations who have a responsibility for providing, funding and serving your education and training.
- Your ULN is a ten digit reference number, unique to yourself for use within education. Please keep this number in a safe place.
- If you have still not reached the age of 16, you might first wish to discuss this privacy notice explanation with your parent or legal guardian.
- The Skills Funding Agency funds some of the qualifications and training that you may be receiving through your college, training or learning provider.
- Your PLR record will help you to share your achievements, including any participation of learning, the training institute details and over what period. Please note that **you will always be in control** of who accesses your Personal Learning Record.
- Your ULN will also be used to collect and share information amongst education related organisations, careers advisors, and college registration and course enrolment staff.



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Annex A

The list of organisations that may access the information you provide now or in the future where there is a direct connection between you and their organisation and the permitted purpose for why they may access your Personal Learning Record.

Organisation	Permitted Purposes
<p>Learning Providers</p> <ul style="list-style-type: none">- schools (state, independent, academies);- Local Authorities;- colleges;- training providers (inc private, third sector/voluntary & employers);- Higher Education Institutions.- Prisons /Offender Learning Institutions;- Armed Forces (Army, Navy, Air Force)- in the UK inc. Isle of Man, Jersey and Guernsey*	<p>Access achievement (prior, current/new and destination) for enabling enrolment/entry/progression in education and training; managing eligibility and entitlements, claims to public funding; supporting credit accumulation and transfer, measuring learner success; providing information, advice and guidance for progression; ensuring clear accountability in meeting legislation and regulation for the provision of education and training;</p>



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Awarding Organisations Alliance of Sector Skills Councils*	Checking prior achievement for awarding (including Apprenticeships) and to satisfy Qfqual regulation for credit accumulation and transfer;
Careers Organisations - National Careers Service/Next Step; - Careers Wales; - NI Careers Service*; - Careers Scotland*; - Local Authorities/Connexions; - Private organisations (for example, school contracted IAG services)*	Access achievement for providing information, advice and guidance about career progression, employment opportunities or next step in learning and availability of public funding;
UCAS	Access achievement for progression/entry into higher education and for onward sharing with education institutions to support applications
Student Loans Company*	Access achievement for funding further and higher education
Government Departments, Devolved Administrations & NDPBs/Agencies - DfE, YPLA/Education Funding Agency; - BIS, Skills Funding Agency/Apprenticeship Service; HEfCE-HESA; - DfES Wales*, DELNI/DENI*, Scottish Govt*; - OfSTED	Access to achievement data for measuring and auditing eligibility to public funding, matching apprentices, ensuring independent quality assessment of education and training; measuring success; ensuring clear accountability in meeting legislation and regulation for the provision of education and training; production of official statistics and research to inform government policy.
DWP* and Job Centre Plus*;	Access achievement for providing information, advice and guidance about employment opportunities or next step in learning and eligibility of public funding when seeking employment

ACCESSING YOUR PRL

You can access your PRL by opening a Lifelong Learning Account with the National Careers Service (NCS). Details of how to do that are set out below (information reproduced from the NCS website @ 14/11/15)

What is a Personal Learning Record?

Your Learning Record is a great place to store and view all of your learning achievements. Having them to hand when you need them can save you a lot of time and hassle! Your Learning Record can hold two sets of records:

Qualifications you have added.

You can make a record of any training, skills or qualifications you have. Once saved, you can edit or delete your entries at any time.

Qualifications that are added by us.

These are the courses or training that you are currently doing with a recognised learning provider, such as a college of further education. It also shows any courses that you have recently completed. Your learning provider will add course details to this list once you have enrolled with them.

We automatically add details of courses you've recently completed (starting from the 2007/08 academic year) or are currently doing with a recognised learning provider. This includes courses from school and further education, but not higher education. You can also add course details yourself. To access your Personal Learning Record you will need to:

Open a Lifelong Learning Account. To do that go to

<https://nationalcareersservice.direct.gov.uk/account/Pages/default.aspx>

2. When you've set up an account, click on '**Learning Record**', '**View learning record**' and select '**Check my identity**'. Once your documents have been verified your Learning Record will be available for you to view. You will only need to do this once.

Sounds easy? Well up to a point. Here's the identity check process . . .

You only need to do this once...

Once we've approved your request and you can access your online achievement record, you'll be able to view it every time you log in to your Lifelong Learning Account.

How will you check my identity?

You'll need to post us some personal details.

1. Print off a copy of the [online verification form](#).
2. Fill in the form and post it to us, along with proof of your name and address (photocopies only).

Post the forms to us at:

Skills Funding Agency
Business Application Support
Cheylesmore House
Quinton Road
Coventry CV1 2WT

Accepted proof of identity documents

You can't use the same proof of identification for both your name and your address. You must send one proof of identification for your name, and another proof of identification for your address. The table gives examples of proofs of identification you can use.

Proof of name	Proof of address
Current signed passport	Utility bill issued within the last three months
Original UK birth certificate (issued within 12 months of the date of birth in full form, including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)	Local authority council tax bill for the current council tax year
EEA member state identity card (you can also use this as evidence of address if it carries this)	Current UK driving licence (but not if you've used it as proof of your name)
Current UK or EEA photocard driving licence	Bank, Building Society or Credit Union statement or passbook
Full old-style driving licence	Original mortgage statement from a recognised lender issued for the last full year
Photographic registration cards for self-employed individuals in the construction industry -CIS4	Solicitors letter confirming recent house purchase or land registry confirmation of address
Benefit book or original notification letter from Benefits Agency	Council or housing association rent card or tenancy agreement for the current year
Firearms or shotgun certificate	Benefit book or original notification letter from Benefits Agency (but not if you've used it as proof of your name)
Residence permit issued by the Home Office to EEA nationals on sight of own country passport	Inland Revenue self-assessment or tax demand
National identity card bearing a photograph of the applicant	Electoral Register entry
	NHS Medical card
	Letter from your school, college and/or training provider (must be on headed paper)

How will I know my request has been approved...

We'll contact you by email or telephone once we've given you access, or if we need more information. This is usually within 3 working days after we've received your details.