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Information

Office

Upholding information rights

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www.ico.org.uk

Certificate

Organisation Name:

ACE TRAINING & CONSULTANCY LTD

Reference number:

Z3107443

Tier.

Tier 1

Start date:

19 March 2012

End date:

18 March 2020

Data Protection Officer



PRIVACY NOTICE - LEARNERS

1. Scope

All Learners whose personal data is collected in line with the GDPR requirements.

2. Responsibilities

2.1 The Data Protection Officer (Vanessa Cover) is responsible for ensuring that this notice is made available to all learners prior to ACE Training collecting/processing their personal data.

2.2 All ACE Training employees who interact with our learners are responsible for ensuring that this notice is drawn to the learner's attention and their consent to the processing of their data is secured.

3. Privacy notice

3.1 Who are we?

ACE Training is the largest private training provider specialising in Construction in Oxfordshire, with around 200 learners, 13 staff. ACE Training offers a wide range of FE and Apprenticeship programmes.

Our Data Protection Officer can be contacted directly: Vanessa@acetraining.co.uk Telephone: 01865 370040

The personal data we would like to collect from you is:

Personal data type:

- Personal details (Name, address, date of birth)
- Family details
- Lifestyle and social circumstances
- Financial details
- Education and employment details
- Learner records
- Visual images (CCTV, Photographs)
- Physical or mental health details
- Racial or ethnic origin
- Religious or other beliefs
- Trade union membership
- Offences and alleged offences
- Criminal proceedings, outcomes and sentences

The personal data we collect will be used for the following purposes:

- Learner Records Management
- Examinations and Achievement
- Safeguarding
- Funding Claims
- Learner Support
- Learner Learning – IT Systems (Email, storage, e-learning)
- Marketing and Publicity

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- Family, associates and representatives of the person whose personal data we are processing
- Professional advisers
- Current, past or prospective employers
- Educators and awarding bodies
- Trade, employer and professional organisations
- Voluntary and charitable organisations
- Healthcare, social and welfare organisations
- Suppliers
- Financial guidance organisations
- Survey and research organisations
- Persons making an enquiry or complaint
- Careers service
- Press and the media
- Local and central government
- Security organisations
- Police forces, prison and probation services, courts and tribunals
- Suppliers and service providers

Our legal basis for processing the personal data:

ACE Training processes data in order to fulfil contractual obligations such as

- Education and Skills Funding Agency (ESFA)
- Higher Education Funding Council For England (HEFCE)
- Awarding bodies (OCR, AQA, City and Guilds, Pearson, Edexcel, NOCN, NCFE, ACECERTS)
- Healthcare, social and welfare organisations
- Police forces, courts and tribunals
- Local and central government

3.2 Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for ACE Training to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by completing the Data Subject Consent Withdrawal Form available from the Data Protection Officer

3.3 Disclosure

ACE Training will not pass on your personal data to third parties without first obtaining your consent. The following third parties will receive your personal data for the following purpose(s) as part of the processing activities:

- Cognissoft Limited – Data processing required for access to government funding
- Zero one Limited - Data processing required for access to government funding

3.4 Retention period

ACE Training will process personal data for while you are a Learner with us and will store the personal data for a number of years as required by the funding authorities and the awarding bodies. The retention period for different classifications of personal data has been established in line with information management guidelines.

3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Organisation Name refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.4 above) in the processing of your personal data.

3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by ACE Training (or third parties as described in 3.4 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and ACE Training Data Protection Officer.

The details for each of these contacts are:

Data Protection Officer: Name Vanessa Cover - vanessa@acetraining.co.uk Tel: 01865 370040

Supervisory authority contact details: <https://ico.org.uk/concerns/>

4. Online privacy statement

Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

How we use your information

This privacy notice tells you how we, ACE Training, will collect and use your personal data.

[Why does Organisation ACE Training need to collect and store personal data?](#)

In order for us to provide you with a service we need to collect personal data about your employment history, course studies and examinations completed. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

In terms of being contacted for marketing purposes ACE Training would only contact you for additional consent.

Will ACE Training share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to ACE Training in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with their procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

How will ACE Training use the personal data it collects about me?

ACE Training will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. ACE Training is required to retain information in accordance with the law, such as information needed for funding requirements and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific educational requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Under what circumstances will ACE Training contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Can I find out the personal data that ACE Training holds about me?

ACE Training at your request, can confirm what information we hold about you and how it is processed. If ACE Training does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of ACE Training or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.

- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?

ACE Training accepts the following forms of ID when information on your personal data is requested:

Passport, driving licence, birth certificate, utility bill (from last 3 months), etc.