

Health and Safety or accident information.

- x Risk assessments.
- x All learning documents including coursework, portfolios, assessment evidence, online tutorials, exam results, video and audio recordings, exam and achievement information, written conversations.
- x Information from surveys or questionnaires taken by 6RO,QWLW\WH, ESFA or Ofsted.
- x Compliance documents including Individual Learning Records, contact logs, progress reviews, exam results, copies of certificates, declarations, commitment statements.
- x Information on progression following your training
- x Audits conducted by awarding bodies, Ofsted and ESFA that may contain your personal details.
- x Details of periods of leave taken by you, including holidays, sickness absence, family leave, unpaid leave and sabbaticals, and the reasons for the leave.
- x Information about medical or health conditions, including whether or not you have a disability for which 6RO,QWLW\WH needs to make reasonable adjustments.
- x Equal opportunities monitoring information including information about your ethnic origin.
- x Share internal information, this includes details for the use of training delivery and quality, registration with awarding bodies, use for purposes of health, disability or learning difficulties support, destination data and marketing material.

HOW WE COLLECT INFORMATION

We may collect your personal information in a number of ways, for example from the information you provide to us before joining, during the programme and when you have completed. We will also use the data when you communicate with us by telephone, email, social media or via our website, in various other ways as you interact with us during your time as a learner, from third parties. In some cases, 6RO,QWLW\WH may collect personal data about you from third parties, such as your employer, Jobcentre Plus, previous educational establishments and information from criminal record checks permitted by law. Data will be stored in a range of places, including your personnel file, CRM systems, Google, in our company drive and other IT systems (including 6RO,QWLW\WH email system).

WHY DOES SOL INSTITUTE PROCESS PERSONAL DATA?

Sol Institute is required to process data to be used for funding purposes and to meet the obligation of the Education and Skills Funding Agency (please see ESFA Privacy Notice). It may also be used by partners who will use your information for funding purposes. Your data will be used for training purposes, registration with awarding bodies for examinations and qualification achievements, Sol Institute online portfolio and/or external online portfolios'. It may also be used to meet obligations with your employer. In some cases, Sol Institute is required to process data to ensure that it is complying with its legal obligations. For example, it is required to check your eligibility for the use of government funding, your right to work in the UK and to comply with health and safety laws. In other cases, Sol Institute has a legitimate interest in processing personal data before, during and after the end of the training relationship. Processing employee data allows us to:

- Use your coursework, training assessments, video/voice recordings, compliance paperwork and personal details in the case of an Ofsted visit, and ESFA funding audit or assessment from our awarding bodies
- Maintain accurate and up-to-date contact details
- Obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities and to meet its obligations under health and safety law.
- Operate and keep a record of other types of reasons for a break in learning including sickness, redundancy, maternity/paternity etc.
- Ensure effective general business administration.

Some special categories of personal data, such as information about health or medical conditions, is processed to meet the requirements of the ESFA and to meet law obligations (such as those in relation to learners with disabilities). Where we process other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for purposes of equal opportunities monitoring.

WHO HAS ACCESS TO DATA?

Your information may be used internally, by the MIS Department, Quality Department, Training Team, Payroll and learner support. Sol Institute shares your data with third parties in order to obtain necessary government funding, funding from college partners, to obtain your personal learning record, registration of your training, claiming qualification achievements, audits required from Ofsted or the ESFA. You may also be contacted by the ESFA or Ofsted as part of their audit process.

HOW DOES SOL INSTITUTE PROTECT DATA?

Sol Institute takes the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by employees in the performances of their duties and the third parties mentioned above. Where Sol Institute engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

HOW LONG DOES SOL INSTITUTE KEEP DATA?

We may retain your personal information as long as necessary for funding and audit requirements once your association with us has come to an end.

INDIVIDUAL'S RIGHTS

Individual's rights under GDPR are enhanced and extended in a number of important areas. As a data subject, you have a number of rights. You have a right to:

- Be informed about the collection and use of your data (privacy notices)
- Access and obtain a copy of your data on request (subject access)
- Request the correction/rectification of data where inaccuracies have been identified
- Request the erasure of personal data (often referred to as the 'right to be forgotten')
- Request the organisation to restrict processing your data, for example where the data is no longer necessary for the purposes of processing.
- Request data portability.
- Object to the processing of your data where IC Training Centre is relying on its legitimate interests as the legal ground for processing.
- Not to be subjected to automated decision making & profiling.

