



Llywodraeth Cymru  
Welsh Government

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# **Lifelong Learning Wales Record Privacy Notice (2018) v1.0**

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# **Lifelong Learning Wales Record (LLWR) Privacy notice (Part 1 – to be included on all electronic and hard copy enrolment forms)**

## **Introduction**

The learning programme you are about to enrol on is funded either directly by the Welsh Government or part funded via the European Social Fund (ESF) (through the Welsh Government).

Taking part in this programme is dependent on you providing personal data. The Welsh Government will be the data controller for the personal information it receives.

The Welsh Government will use this data to carry out its public task in the administering and monitoring of its funds. Other information will be kept by your learning provider to administer the programme.

If your programme is ESF funded, you will be asked by your learning provider to supply additional evidence such as a passport, recent payslip or qualification certificate. A copy of this evidence will be retained by your learning provider for ESF audit purposes, a sample will be sent to Welsh Government.

For a full list of personal and special category data used by the Welsh Government please click [here](#) for part 2 of the privacy notice.

## **What will the Welsh Government use your information for?**

The Welsh Government will use your data for funding, planning and policy development as well as monitoring learner outcomes (such as achievement of qualifications). It will also be used in statistics and research about post-16 learning.

Your data will also be linked for research purposes to other educational records held by the Welsh Government such as the Pupil Level Annual Schools Census, the Welsh Examinations Database and Higher Education Statistics Authority, and to other records held by UK Government such as employment data, so that the Welsh Government can calculate learner destinations measures and also understand the impact of post-16 provision on wider outcome.

Any statistics published by the Welsh Government are anonymised, meaning that individual learners cannot be identified

## **Your rights and choices**

Under the General Data Protection Regulation (GDPR) you have the right to:

- access the personal data the Welsh Government holds on you
- require the Welsh Government to rectify inaccuracies in that data
- object to processing on grounds relating to your particular situation (in some circumstances)
- restrict processing (in some circumstances)
- have your data erased (in certain circumstances)
- lodge a complaint with the Information Commissioner's office (ICO) who is the independent regulator for data protection

## How long will the Welsh Government keep your information?

Data Type	Data Retention Period	Data uses
Further Education and Adult Community Learning	Your data will be deleted after 10 years	This enables the Welsh Government to analyse funding and create reports over a period of time. These reports can be used to help inform policy decisions or to forecast future funding. Where learning is ESF funded, data is kept so that it can be checked and audited. The timescales for keeping data are decided by the European Union.
Work Based Learning	Your data will be deleted 10 years after the end of the contract period	
Welsh For Adults	Your data will be deleted after six years	

### Contacts

For further information about the information which Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer

Welsh Government

Cathays Park

CARDIFF

CF10 3NQ

[dataprotectionofficer@gov.wales](mailto:dataprotectionofficer@gov.wales)

To contact the Information Commissioner's Office, please see details below:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

029 2067 8400 (Wales helpline) or 0303 123 1113

(UK helpline)

[Home | ICO](#)

### Notifications of changes

If we are going to use your data in a different way from that stated at the time of collection, you will be notified. All of the Welsh Government's processing will be in compliance with the extant data protection legislation. Updates to the privacy notice will be available on our website

[www.wales.gov.uk/llwr](http://www.wales.gov.uk/llwr)

## **Lifelong Learning Wales Record (LLWR) Privacy notice (Part 2- to be included in all hard copy enrolment forms)**

### **What personal information about you is collected and used by the Welsh Government?**

Some of the data collected by providers about you and sent to Welsh Government for the LLWR will be **personal data** and/or **special category data** as defined in the General Data Protection Regulation which includes:

#### **Personal Data**

- A unique learner identifier (created by the Welsh Government)
- A learner Identifier number (created by your learning provider)
- Surname
- Forename(s)
- Address
- Postcode
- Telephone number
- National Insurance Number
- Gender
- Surname at 16
- Date of birth
- National identity
- The last school you attended
- The year you left school
- A unique learner number (created by the Learning Records Service)

Additionally there is data about you which is defined as **special category data**. Providing this data is optional and will include;

- Ethnicity
- Disability type
- Health condition

This personal/special category data will be used across all Post 16 learning within Further Education, Work Based Learning, Adult Community Learning and Welsh for Adults.

### **How will your data be used by the Welsh Government?**

- For administration purposes, to ensure the data we collect about you is stored correctly, securely and to a high standard of quality
- To help make decisions on current and future policies for post-16 learning
- To help the Welsh Government allocate and monitor funding of post-16 learning, including learning which is jointly funded by the European Social Fund
- To give auditors the information they need to do their job
- To enable providers to resolve any data issues they may have on their systems
- To help monitor equality and diversity in post-16 learning across Wales

- In analysis and research, where we will sort through the data to identify patterns and similarities. This will allow Welsh Government to make future improvements to post-16 learning
- To produce anonymous official statistics on post-16 learning in Wales
- For ad-hoc requests for analysis from stakeholders and the general public
- To enable learning providers to measure and compare their own performance
- By third party contractors to carry out data analysis and linking, so that we can calculate performance measures
- By third party contractors working on research and evaluation commissioned by the Welsh Government.
- By other researchers who may access anonymised data with the approval of Welsh Government

### **Who does the Welsh Government share your data with?**

Currently the Welsh Government shares your data with these third party organisations:

- Qualifications Wales
- Careers Wales
- Estyn
- HEFCW
- NHS Wales Information service (NWIS) and Secure Anonymised information linkage (SAIL)
- UK Government Department for Education

The following third party contractors commissioned by the Welsh Government to carry out evaluations and research

- Evaluation contractors
- Learning and work institute
- Arad Consulting
- IFF Research

The following third party contractors who carry out data matching and analysis:

- London Economics Ltd
- FFT Education Ltd

### **Data Sharing Agreements**

The Welsh Government will have a formal data sharing agreement in place whenever we share your data with a third party. Part of the agreement means the third party will have to sign a confidentiality agreement in relation to your data to show that they operate satisfactory information security procedures and that destroy their copies of your data when it's no longer needed. They can only use your data for the reason they sign up to and nothing else. All copies of data transfers are logged and recorded.

### **Security Arrangements for your data held by the Welsh Government**

The data the Welsh Government collects about you will be stored in an access controlled secure database which is regularly tested for safety and integrity.