

## Employer led training initiatives - Privacy Notice - individuals

### About

This privacy notice explains how we collect and use your personal information for the purposes of evaluating the Employer Led Training Initiatives/Bootcamps.

For the purposes of relevant data protection legislation, the Department for Education (DfE) is the data controller for personal information processed for this research. More information about how the DfE handles personal information is published here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

### Why we collect your personal information

We are collecting data on bootcamp applicants and participants to help the DfE understand how well the courses are working and if they are achieving their outcomes. This is important because it allows us to be transparent about how government spends public money and measures the impact that policies are having, as well as helping us make improvements to future training courses.

As part of the data collection we are asking for some personal data (national insurance number, first name, surname, postcode and date of birth). This data will allow the DfE to track participants' longer-term employment and wage outcomes through the Longitudinal Education Outcomes (LEO) dataset. This dataset follows people who undertake courses to see if taking part has helped them to get a job, if they stay in work and if their wages increase over time. This data also helps us check if the people who are on the course do complete the course and ensures that the correct amount of funding is paid.

DfE cannot compel individuals to provide this information. However, to enable the Department to provide this service and to fulfil its functions in the public task we would expect the data subjects to provide the necessary information (i.e. name, date of birth, national insurance number, postcode) to enable us to get them registered on the course. This means that if they choose not to provide the information, they cannot be registered on the course as the personal data is central to the delivery of this service.

Collecting demographic data on protected characteristics (ethnicity, gender, disability etc.) will allow us to assess how the courses and the policy affect different groups. This data will enable us to ensure that the training courses are accessible to a diverse cohort and that certain groups are not being disadvantaged. Collecting this data will also help us to improve future courses.

In addition, we would like to collect bootcamp participants' contact details (email address and/or telephone number) and we will ask for their permission to be contacted by DfE or a

third-party research organisation (contracted by DfE) to be invited to participate in an interview or a survey to understand their experience of participating in the bootcamps.

This is optional so they do not have to give their contact details and can opt out of being contacted by us. Participation in interviews and surveys is entirely voluntary and consent can be withdrawn at any time.

### **Our legal basis for collecting your personal information**

We collect personal information only where we need to and law permits. In order for our use of your personal data to be lawful, we need to meet conditions in the data protection legislation. For the purpose of this programme, the relevant condition(s) that we are meeting are:

1. Article 6 (1)(e): It is necessary to collect data from users in order to effectively access the service and to evaluate outcomes of the service. The legal basis is public task and the legal gateway is Section 87 of the Education Act.

And for the processing of special category data:

2. Article 9(2)(g) of the GDPR, and Schedule 1, Part 2 paragraph 8 of the Data Protection Act 2018: to ensure equality of opportunity or treatment.

Providing your contact details (email address and/or telephone number) is optional.

Participation in interviews and surveys is voluntary and will take place only with your informed consent. The condition(s) we are meeting here are:

Consent (Article 6 (1)(a)) - the individual has given clear consent for the organisation to process their individual data for a specific purpose.

### **How we use your personal information**

Personal information collected from research participants is treated as confidential and collected for research purposes only. Any information shared publicly will be anonymised so you cannot be identified.

DfE (and its contracted research organisation) will use the data for policy development and to help improve education services. We may publish the findings for use by other relevant organisations and for the purposes of transparency in how we are using public funds.

### **How long we will keep your personal data**

We will keep your personal data for a maximum of 3 years, after which point it will be securely destroyed. For qualitative interviews, DfE (or its contracted research supplier) will review the notes, recordings and other research data after the session. Voice recordings will be deleted by



the research contractor as soon as they are transcribed and no later than one year after the interview has taken place.

### **Who we will make your personal data available to?**

We sometimes need to make personal data available to other organisations. These include contracted partners whom we may employ to process your personal data on our behalf and/or other organisations (with whom we need to share your personal data for specific purposes). We plan to track participants' longer-term outcomes through the LEO (Longitudinal Educational Outcomes) dataset. DfE, DWP and HMRC are all joint data controllers of the LEO data.

Where we need to share your personal data with others, we ensure that this sharing complies with data protection legislation. For the purposes of this project, we need to share your personal data with external evaluators who will:

- analyse your personal data on behalf of DfE to evaluate digital skills bootcamp provider and participant outcomes, to contribute to improving the next wave of provision.
- follow up with you directly to invite you to take part in qualitative interviews or a survey to understand your experience of participating in the digital skills bootcamps. This is optional and you can opt out of being contacted. Please be aware that, if contacted, you are under no obligation to take part in further research.

### **Request to access, rectify or erase your information**

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'. You can request to rectify any information that we hold that is not correct and you can request to erase your information.

For further information and how to request your data, please use the '[contact form](#)' in the Personal Information Charter at: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> under 'How to find out what personal information we hold about you' section.

We will respond to your request within one month of receiving it. If your request is complex we may extend the period by a further 2 months but will let you know we are doing this.

You can also find more information from the Information Commissioner's Office at <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

For further information about this Privacy Notice or queries about how DfE handles your personal information, please contact our Data Protection Officer at [advice.dpo@education.gov.uk](mailto:advice.dpo@education.gov.uk) or write to our postal address : Department for Education Sanctuary Buildings, Great Smith Street, LONDON, SW1P 3BT