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MPCTTM

Motivational Preparation College for Training

MPCT Privacy Notice



Authorised by Director of Contracts- Tim Williams

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Reviewed by DPO – Richard Erskine

- Version 1.1

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Version Control

Effective version control is essential to ensure that MPCT document and policy versions are effectively tracked. All MPCT documents and policies are version controlled by applying the following process:

Draft Versions

Documents and policy version numbers starting with the number 0 indicate that they are in draft. This is followed by a version indicator.

e.g. 0.1 is the first draft of this document. Subsequent amendments are indicated by 0.2, 0.3 etc, until the document is live.

Live Versions

Document and policy version number starting with the number 1 or above indicate that they are live.

e.g. Version 1

Subsequent amendments are indicated by an increase in this number.

1. MPCT Privacy Notice

- 1.1. It is mandatory that the MPCT Privacy Notice is seen by each learner during the enrolment process and for those learners that are currently in learning.

2. Introduction

- 2.1. The learning programme you are about to enrol on is funded through one of the following routes:
- 2.2. Relevant funding authorities either directly by the Welsh Government (WG) or part funded via the European Social Fund (ESF) approved operations (through the Welsh Government), or in England on behalf of H M Government via the Education and Skills Funding Agency (ESFA).
- 2.3. Funded through Local Authority.
- 2.4. Funded through Schools/Academies or other teaching establishment.
- 2.5. Privately funded.

3. How we get the personal information and why we have it

- 3.1. Most of the personal information we process is provided to us directly by you for the following reasons:
- 3.2. Your participation in the programme is dependent on you providing personal data. The legal basis we rely on to process your personal data is article 6(1)(e) of the General Data Protection Regulation. This allows us to meet our legal requirements, administer and monitor the provision we provide. This will enable us to comply with the necessary funding regulations imposed by the funding authorities as detailed above. Where you provide special category information, such as ethnicity, health and welfare information this will be processed with your consent.
- 3.3. In the course of your study we may also receive personal data and special category data from third parties namely:
- 3.4. Schools and other Education providers in compliance with the Education Act.
- 3.5. Police & Social Services regarding any Safeguarding or Welfare concerns.
- 3.6. Armed Forces (relating to your application to join a branch of the Armed Services).

4. As defined in the General Data Protection Regulation, your personal data is your:

- 4.1. Unique learner identifier (created by Funding Agency)
- 4.2. Learner Identifier number (created by MPCT)
- 4.3. Surname
- 4.4. Forename(s)
- 4.5. Address
- 4.6. Postcode
- 4.7. Telephone number
- 4.8. Personal email address
- 4.9. Bank Account Details
- 4.10. National Insurance Number
- 4.11. Gender
- 4.12. Surname at 16
- 4.13. Date of birth
- 4.14. National identity
- 4.15. The last school you attended
- 4.16. The year you left school
- 4.17. Learning Difficulty or Disability indicator

5. The MPCT also processes special category data on learners':

- 5.1. Ethnicity
- 5.2. Disability type
- 5.3. Condition of Health including any known illnesses, measurement of fitness and BMI.
- 5.4. Sexual Orientation where reasonable adjustments must be made, or the issue is a matter of safeguarding.
- 5.5. Providing this data is optional.

6. How we store your personal information

- 6.1. Your information is securely stored utilising Microsoft O365 secure cloud-based technology. Access to your information is restricted to responsible persons within MPCT and is closely monitored.
- 6.2. The MPCT will be the data controller for the personal information you provide.
- 6.3. If your programme is ESF funded, you will be asked to supply additional evidence such as a passport, recent payslip or qualification certificate. A copy of this evidence will be kept securely for ESF audit purposes, and a sample of learner evidence will be sent to the Welsh Government upon request.

7. What will MPCT use your information for?

- 7.1. MPCT uses your data to comply with the funding regulations, tracking and supporting your academic and personal development as well as monitoring learner outcomes (such as achievement of qualifications, learner progress and destinations).
- 7.2. Additionally, your data will be used in company statistics and research about how health and individual circumstances affect the educational outcomes of learners. Our official statistics reports give an overall picture of learners who study in MPCT, what they study, their achievements and their destinations after they leave learning. They include, for example, information on patterns in learners' gender, ages, and the qualifications, subjects and levels they are studying. Individual learners cannot be identified in these publications (unless specific consent has already been obtained).
- 7.3. Research organisations who are commissioned by MPCT will also use learner data to evaluate the effectiveness of our education policies and programmes. As part of these evaluations, they may also conduct optional learner surveys, which will assess the impact of a programme on the individual learner as well as contribute to future MPCT policy development.
- 7.4. The Alumni Office helps former students to keep in touch with MPCT and with fellow alumni, as well as to provide opportunities to support the work of MPCT.
- 7.5. The Alumni Office holds all former student data. During the enrolment process as a learner and at other times in direct correspondence with the Alumni Office, we tell you how we intend to process your personal data. We will continue to process your personal data until we no longer have your consent to do so.

8. Who MPCT shares your data with and why?

8.1. Data Sharing Agreements

- 8.2. MPCT will always have formal data sharing agreements 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, that they will only use your information in prescribed ways and that they will destroy their copies of your data when it is no longer needed.

8.3. Educational Establishments

8.4. On some occasions MPCT may share your contact details with other educational establishments in order to ensure that you receive the best education possible and to take advantage of all possible educational opportunities provided by other providers.

8.5. Armed Services

8.6. As part of a Learners development and progress, MPCT will share data with relevant branches of the Armed Services in support of their application to join that institution. This data will include your academic progress including observations regarding your conduct and attendance. The data will also include special category data including your current fitness scores and your Body Mass Index (BMI).

8.7. Local Authorities

8.8. As part of our statutory responsibilities we will share information with Local Authorities to assist them to better respond to your needs and to comply with Section 68 of the Education and Skills Act 2008 duty around tracking and supporting young people which is to be evidenced between the local authority and MPCT. Specifically, information sharing will allow MPCT to better meet the needs of individual learners.

8.9. The sharing of this information is based upon consent and you can withdraw this at any time.

9. Your rights and choices under the General Data Protection Regulation (GDPR) include:

- 9.1. access to the personal data that MPCT holds on you
- 9.2. requiring the MPCT to rectify inaccuracies in that data
- 9.3. objecting to processing on grounds relating to your particular situation (in some circumstances)
- 9.4. restricting processing (in some circumstances)
- 9.5. having your data erased (in certain circumstances)
- 9.6. lodging a complaint with the Information Commissioner's office (ICO) who is the independent regulator for data protection

10. How long will MPCT keep your data for?

Data Type	Data Retention Period	Data Uses
Further Education and Adult Learning	Your data will be deleted after 10 years	This enables the Welsh Government to analyse learner data and create reports over a period of time. These reports will 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.
Work Based Learning	Your data will be deleted 10 years after the end of the contract period	
Safeguarding	Your data will be archived upon you leaving the provision. This data may be subsequently shared with	To enable effective timely safeguarding of Learners and necessary sharing of

	statutory agencies subject to legal mandate.	information with Statutory Agencies.
Learner Alumni	Your contact details will be kept for as long as you consent.	Used to keep you informed of Alumni events and promotions.
Your data will be kept for a longer period for statistical and research purposes.		

11. Contacts

- 11.1. For further information about the information which MPCT holds and its use, or if you wish to exercise your rights under the GDPR, please write to us using the details below:

Data Protection Officer

MPCT House
Oak Tree Court
Mulberry Drive
Cardiff
CF23 8RS
Email: dataprotection@mpct.co.uk

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)
Website: [Home ICO](https://www.ico.org.uk/)

12. Notifications of changes

- 12.1. This Privacy notice was last updated on 01 May 2020 and we keep it under regular review to make sure it is up to date and accurate. We will always notify you of changes to the use of your data via this Privacy notice and your provider. All of MPCT's processing will comply with data protection legislation.
- 12.2. If you prefer not to supply your special category data at any time, you must contact MPCT and we will update your record.