

# Privacy Information Notice (PIN)

## Data collection and processing

Training for Care needs to process, i.e. collect, use, store and eventually destroy, information about you (the learner) and your workplace to enable it to follow its administration, registration and funding application processes. Data is collected at point of enquiry, application and induction.

The data we store includes your

- name
- contact details - address, email, telephone number
- workplace details
- date of birth
- NI number
- SCN number
- academic qualifications
- fee information and funding details

This data may be kept in both paper and computer records but is kept securely in both cases, either in locked cabinets or password protected computer records.

You should inform a member of Training for Care staff if any of your details change or if you have any questions about the way your data may be used.

## Sensitive Personal Data

Some of the personal data we process is defined as "sensitive personal data" under the Data Protection Act. This information must be treated more carefully than the rest of the data processed in terms of whether and why it needs to be collected, and who can have access to it.

Sensitive personal data is defined in the legislation as data referring to

- Racial or ethnic origin
- Religious beliefs or beliefs of a similar nature
- Physical or mental health condition
- Sexuality
- Criminal offences

We may hold several examples of sensitive personal data about you. This data will be held securely and will not be used for any other purposes other than to provide adequate training, support or reasonable adjustments and for Equality and Diversity monitoring.

## Disclosure of Your Personal Data

Training for Care will not give out your personal details to any third party except where you ask us to (in writing) or in the following instances

- We are obliged in some cases to share some of your information with outside parties. These include the Scottish Qualifications Authority (SQA) for registration and resulting of qualifications, Skills Development Scotland (SDS) for Modern Apprenticeship and

Employability Fund candidate funding claims using their FIPS system, Employability Fund Placement Providers, and Learning Assistant e-portfolio system which we use for SVQ candidates.

- We are required to enter Equalities Monitoring information for Modern Apprenticeship and Employability Fund students onto SDS's Funding Information and Processing System (FIPS) so that this information can be used by the Scottish Government.
- Data will be released in relation to financial matters associated with your training, and if necessary to parties involved in the recovery of debts to Training for Care.
- We will disclose details about you if it is important to your vital interests e.g. if you are in need of emergency treatment and we are asked to verify whether you have any medical conditions it would be necessary to know about. We will also provide data on request to law enforcement agencies where legally required to do so and where crime detection or prevention can be aided by the release of data.
- We will only supply references where you have already asked a member of staff to provide a reference, or where the request is accompanied by a consent form signed by you, showing that you have consented to a reference being requested.

## Your Rights

As the data subject you have rights in relation to the processing of your personal data.

### 1 The right of access, where the individual is entitled

- to be told if a data controller is processing any information about them
- to be given a description of that information, why it is being kept and to whom it may be disclosed
- to have that information given to them as well as details about how that information was received
- where the processing is carried out automatically for the purpose of evaluating matters relevant to that person, to have the logic involved in the decision taking explained.

Please contact TfC's Data Protection Officer [Louise.James@tfcscotland.org.uk](mailto:Louise.James@tfcscotland.org.uk) if you wish to make a subject access request.

2 The right to prevent processing likely to cause damage or distress. An individual can ask a data controller to cease or not begin processing any personal data if that processing could cause unwarranted substantial distress to the individual or someone connected to the individual.

3 The right to prevent processing for purposes of direct marketing.

4 The right to seek legal advice where you have suffered damage as a result of failure by the data controller to comply with the Data Protection Act. Advice can be found on the Information Commissioners Office (ICO) website <https://ico.org.uk>

## How long will Training for Care keep your personal data?

We will keep your full student record, as described above, for six years after the end of the year in which you complete your training or leave TfC. After six years, we will retain only the data necessary to identify the training undertaken and to the dates of the training for statistical purposes. All other personal data on your student record will be disposed of in a secure manner. Records of short course training will also be retained for 6 years and will then be disposed of securely.