

PRIVACY NOTICE – HOW WE USE YOUR DATA

The categories of learner information that we collect, hold and share include:

- Personal information (such as name, DOB, ULN, CIPS number, address, National Insurance number, employer details, email address)
- Characteristics (such as ethnicity, language, nationality)
- Attendance information (such as session attended, number of absences and absences and reasons)
- Assessment of educational progress & outcomes, development and behaviour including that relating to special needs

Why we collect and use this information

We use learner data:

- To support learning
- To monitor and report on learner progress
- To provide appropriate support and care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To safeguard learners
- To comply with ESFA data collections requirements (apprentices only – see ESFA Data Sharing Policy)
- To process learners Chartered Institute of Procurement and Supply (CIPS) membership and assessment entry
- Marketing – we may use your contact details to provide you with information on upcoming courses, procurement and supply news, key dates and deadlines and special offers and promotions. We may use a 3rd party provider to send out these emails. You can opt out of these emails by clicking “unsubscribe” at the bottom.

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

We collect and use pupil information under Article 6 ad Article 9 for reasons of:

- Consent
- Necessity to perform our contract
- Necessity to comply with ESFA ILR data collection requirements
- Necessity to enter learners for the Chartered Institute or Procurement and Supply (CIPS) assessments

Storing learner data

We hold learner data on our cloud, Salesforce CRM and Onefile until up until 3 years after the learner has completed their training. All servers are based in the UK and have the relevant security measures in place in the line with GDPR.

Collecting learner information

The information we collect through our registration forms is based on the requirements of the Chartered Institute of Procurement and Supply (CIPS), and in the case of apprentices, the ESFA. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information or whether it is voluntary.

Who we share learner information with

We share learner information as required with the following parties:

- Chartered Institute of Procurement and Supply (CIPS)

Apprentices

- The Education and Skills Funding Agency (ESFA)
- Learner Record Service
- BKSB

Why we share learner information

We share learner information with on statutory basis. The data sharing is required for the awarding of the CIPS certifications and in the case of apprenticeships for the drawdown of levy funding. Please see the ESFA Data Sharing policy for more information.

Requesting access to your data

Under the GDPR legislation, learners have the right to request access to the information we hold about them. To make a request for your personal information please contact

Barbara.keighley@srscc.co.uk.

You have the right to:

- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by breach of GDPR regulations
- Object to processing of personal data that is likely to cause, or is causing damage or distress

If you have a concern about the way we collect or use your personal data please raise the concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

Contact

If you would like to discuss please contact:

SR Supply Chain Consultants Ltd
Suite 8 Business First Centre
Millennium Road
Preston
PR2 5BL