



Learner and Apprentice Data Privacy Notice

IPS International Limited will collect personal information about you to enable us to administer, manage and deliver a Training Programme or Apprenticeship to you. We will collect information from you and we may receive information about you from the Learning Records Service or other education agencies. The collection of this information is mandatory and necessary for IPS to be able to properly administer and deliver your learning programme. If you do not agree to share data with us we may not be able to deliver your training programme.

The categories of data we collect include:

- Personal details; Name, address; NI number; date of birth; gender; telephone number; email address; household information
- Ethnicity; language; nationality; country of birth;
- Any disabilities, special education needs or relevant medical information; including EHCP's or other learning and care plans
- Attendance and absence information; employment status
- Examination and assessment results
- Next of Kin details
- Voice and/or video recordings

We will use the information we hold about you to,

- Support you as a learner/apprentice in your education or study,
- Monitor and report you as a learner/apprentice and your progress,
- Provide appropriate pastoral and safeguarding care,
- Assess the quality of our services,
- Comply with the law regarding data sharing,
- Comply with government agency requirements,
- Comply with awarding body data information requirements,
- Use voice and/or video recordings or pictures for examination/assessment purposes.

Most of the information you provide together with additional information we may gather is mandatory and will allow IPS International to provide training and qualification services to you. Some information we may ask you to provide is voluntary and we will inform you whether you have a choice in this. If we take photographs or footage of you for marketing purposes, we will obtain your written consent. Your consent will be valid for the life of the image or footage. You have the right to withdraw your consent at any time, if you do we will no longer use your image/footage and it will be deleted from our records.

We will only share information with other organisations where it is necessary, either to comply with a legal obligation, or where permitted under Data Protection and GDPR legislation and regulations. We routinely share and receive learner/apprentice information with:

- Educations & Skills Funding Agency,
- Employer placement providers/organisations,
- The digital apprenticeship service and the Student Loan Company,
- Other learning providers where we have a contractual relationship,
- Awarding and examination organisations,
- Internal and external verifiers and examination invigilators,

Training providers have a responsibility to learners and apprentices for safeguarding, prevent and pastoral matters. We may from time to time need to contact third parties to discuss safeguarding, your well-being or other matters. We will only do this where there is a legitimate interest to do so. We will only keep your information for the minimum period necessary. Most information outlined in this privacy statement will be kept three to five years however certain information may be retained for a maximum of 10 years to comply with Department for Education rules.

For details regarding your rights under Data Protection law or how to make a complaint visit www.ips-international.com. If you think we have mishandled your personal information, please contact theoffice@IPS-international.com or phone 01634 298800.