

DATA PROTECTION

Please ensure you read the statement below from the College. The College collects information about all its staff and learners for various administrative, academic and health and safety reasons. Because of the Data Protection Act 1998, we need your consent before we can do this.

Privacy Statement 2010/2011

How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Children, Schools and Families, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations.

The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN).

Further information about use of and access to your information is available at:

Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm>

YPLA: <http://www.ypla.gov.uk/foi.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

Consent to Process Statement

I agree to City College Brighton and Hove processing personal data contained in this form, or other data which the College may obtain from me or other people, whilst I am a student. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason.

1. Tick this box if you do **not** wish to be contacted in respect of surveys and research by mail or phone.

Please tick (✓) here

2. Tick this box if you do not wish to be contacted about courses or learning opportunities by post.

Please tick (✓) here

3. Tick this box if you do not wish information to be released to your parents or guardian (learners aged 16 - 18 years only), employer, sponsor or a third party paying all or part of your fees, including your progress and attendance at the College.

Please tick (✓) here