

LSBU Apprenticeship Application form Data Protection Document



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Introduction

This is a statement about the collection, use and disclosure of applicants' personal data, including sensitive personal data (together 'Personal Data', see Definition of Personal Data below), by London South Bank University (LSBU). During the application process you agree for the University to process your Personal Data. We are committed to protecting your Personal Data and being clear about what information we collect from you and how we use it.

Who we are

LSBU is registered as a data controller with the Information Commissioner's Office for the purposes of the Data Protection Act 1998 (DPA). LSBU's registration number is Z6533032 and the description of how it processes Personal Data is available here <https://ico.org.uk/ESDWebPages/Entry/Z6533032> for review. The University is committed to ensuring that the Personal Data of its applicants is handled in accordance with the principles set out in the DPA. Confidentiality of students Personal Data will be respected and measures will be taken to prevent unauthorised access. All transfers of Personal Data within the University will be made on a need to know basis.

How to contact us

For queries regarding your application please contact our Admissions Office.

Admissions Office

103 Borough Road, London, SE1 0AA

T: 0800 923 88 88

E: lsbuadmissions@lsbu.ac.uk

If you have any questions relating to Data Protection legislation or how the university processes your Personal Data please contact:

Data Protection

103 Borough Road, London, SE1 0AA

T: +44(0)207 815 6086

E: dpa@lsbu.ac.uk

Terms in this notice explained

Data Protection legislation - When LSBU processes data about you, it has to comply with the requirements of the Data Protection Act 1998 (DPA). The Act establishes a framework within which information about living individuals can be legally collected, stored, used and shared. At its core there are eight Data Protection Principles which LSBU abides by. They specify that Personal Data must be:

- Processed fairly and lawfully, and only if certain conditions are met;
- Obtained for specified and lawful purposes, and not used for purposes other than those for which it was gathered;
- Adequate, relevant and not excessive;
- Accurate and where necessary kept up to date;
- Kept for no longer than necessary;
- Processed in accordance with individuals' rights (see the section Your rights);
- Kept secure
- Not transferred outside the European Economic Area unless certain conditions are met

On 25 May 2018 DPA will be replaced by the General Data Protection Regulation that, although similar, will introduce some new and different requirements.

Personal data - is defined by the DPA and means information:

- Which relates to a living individual
- From which an individual can be identified, either directly or indirectly
- Including expression of opinion about the individual and any indication of the intentions of anyone in respect of that individual.

Sensitive Personal Data - includes information about an individual's:

- Racial or ethnic origin
- Political opinions
- Religious beliefs
- Trade union membership
- Physical or mental health including disabilities

- Sexual life
- Criminal record

This type of data is subject to extra legal protection which means that the University has to meet an additional set of conditions in order to use the data fairly and lawfully.

Your explicit consent is normally required to process sensitive personal data except:

- Where the data is used solely to assist with monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act 2010
- Where care leaver information is used to enable research into provision of fair access to higher education.

Data controller – LSBU is a data controller which means that the University determines the purposes for which and the manner in which applicants' personal data are, or are to be, processed.

If you are a referee, work supervisor, employer/ employer's nominated representative We may collect your Personal Data, including your name, role and contact details if you

- Provide support for the applicant by providing a reference
- Are an employer / employer's nominated representative so we know that an applicant is happy for us to speak to you about their application Upon completion of an apprenticeship application by the applicant, an automated email will be sent to the employer informing them that an application has been submitted.

We may share your personal data that we collect about you with;

- LSBU employees who administer and manage the apprenticeship programme and who may need to handle your personal data to progress your request or enquiry
- crime prevention or government bodies, if we are required or permitted by law to disclose the information to them for the purpose of preventing or detecting crimes of any nature.
- Your employer

Collecting and using your personal data

We collect your Personal Data so we can manage and support your application for the courses at LSBU.

To do this, we collect information detailed below:

When you create an account and log in- we will ask for your first and last name/surname and email address.

The email address will be used to send you any information regarding your application, e.g. Enrolment letter. If you choose not to provide this information, we will not be able to progress your application any further.

If you create and submit your application – we will collect your contact details:

- Title, First & Middle Name(s), Last Name/Surname as appears on your passport
- Contact details, including address, phone number and email(s)
- Familiar Name, Previous Name/s, Gender and Date of Birth

Previous Study at LSBU

This is so we can match your application to our student record system.

- Have you applied or studied at LSBU before
- Previous course applied for and its outcome
- Student ID Number if known

For the purpose of assessing your eligibility for apprenticeship funding and right to study & work in the UK, we will ask you for:

- Country of Permanent Residence (Domicile)
- Residential category & evidences
- Country of Birth
- Date of first entry to the UK
- Nationality
- Dual Nationality (if applicable)
- Have you ever lived outside the UK or EEA within the last 3 years (Holidays and temporary absences do not count)

- National Insurance Number & Evidence

Contact Preferences

London South Bank University and the Education, Skills Funding Agency (ESFA) who fund the Apprenticeship programme may contact you as part of their quality assurance and monitoring processes. Please indicate your preferred contact method.

Sensitive Personal Data

- Details of your disability (disability includes mental health) and special needs to make sure that we can meet your needs and support you.
- If you have any unspent criminal convictions, if you apply for certain courses such as childcare. This information is collected to help us consider the suitability of applicants.

Student Support

- Education, Health Care Plan & Evidence
- Are you aged 19-24 years old and have formerly been in care and/or hold an Education, Health Care Plan
- Additional information -your personal statement and CV. It is the opportunity to include any information, such as your knowledge and experience, which you feel will enhance your application. This information will be used to inform our decision on your application.

Unique Learner Number (ULN)

The Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 13 involved in UK education or training.

Students who have left compulsory education since 2011 in England, Wales and Northern Ireland will be given their ULN by their school or FE College. It may also be printed on their exam certificate by awarding bodies. The ULN also appears on the

student's Lifelong Learning Account, which they can access through the National Careers Service.

The Personal Learning Record is an online record which includes learning achievements and verified qualifications such as GCSEs, NVQs, BTEC awards, and A levels, as well as work-based learning which learners have achieved from the age of 16. (nationalcareersservice.direct.gov.uk).

Higher education admission tutors will need the learner's ULN to access the Personal Learning Record, should they want to verify entry qualifications

A benefit of using the ULN – for both students and HE providers – is that higher education applications and course registrations can be processed without applicants having to provide paper qualification certificates.

Qualifications

This is to ensure that you meet the academic entry requirements for the course you are applying for plus English and Math qualification to see if you will need to complete the functional skills level 2 element as part of the standard.

Employment Details

To ensure that you meet the requirements to become an apprentice, are employed in role suitable for the apprenticeship you've applied for and to satisfy the LSBUs contractual obligations to the Education, Skills Funding Agency (ESFA)

- Employment status
- Employer Details & contact information
- Additional Company's
- Average Work Hours per week
- Job Title
- Responsibilities
- Start date of Job
- Length of employment
- Pay meets or exceeds the government current Apprenticeship Minimum Wage.
- Meets or exceeds government Annual Leave policy
- Universal Credit or any other benefits

- Contact of employment and evidences

Line Manager / Mentor or Supervisors contact details

Please note that the contact information you provide in this section must be accurate and up to date – In the case of Apprenticeship applicants, upon completion of this application an automated email will be sent to your employer informing of submission of your application to LSBU Sharing your Personal Data.

We may share your personal data with

- LSBU employees that administer and manage the apprenticeship programme and who may need to handle your personal data to progress your application or enquiry
- Crime prevention or government bodies, if we are required or permitted by law to disclose the information to them for the purpose of preventing or detecting crimes of any nature keeping it up-to-date.
- Your employer

If any of your personal or contact details change, it is important you tell us straight away so we have the most up-to-date information to communicate with you about your application. To do this, please contact the Admissions Office (See ' How to Contact Us).

How we keep your information secure

To keep your application secure, we will provide you with a login ID and password. You must take care not to disclose your Personal ID to anyone. We will not be liable to you for loss or damage suffered by you as a result of any unauthorised third party having accessed your application.

Your rights

You are entitled to access the information held about you by LSBU, except where releasing that information would breach another person's privacy or where an exemption to the Act applies (for examples matters relating to crime or taxation).

Asking for copies of your personal data is known as making a 'subject access request' (SAR).

An individual may request in writing that LSBU discloses details of data which it holds about them and the purpose(s) for which such data are held. There is a standard form - a 'Subject Access Request Form' - that will be supplied on request and which must be returned with the relevant fee (£10) before a Subject Access application will be considered. LSBU will provide the information sought in a permanent form, as at the time of the request, subject to any routine processing continuing between that time and the time of response and subject to any legal exemptions from disclosure. Subject Access requests will be met within 40 days of receiving the standard form and fee.

You also have rights to

- prevent processing likely to cause damage or distress
- prevent processing for direct marketing
- prevent automated decision taking
- rectification, blocking , erasure and destruction of personal data

To ask us to change, delete or stop using the Personal Data we hold about you, please write to the Information Compliance Officer (see 'How to contact us' for details).

We will always consider your request to make changes to your Personal Data and write back to confirm the action we have taken.

Once you have submitted your application, it will not be possible for you to make any changes. If you need to make any changes to your application please contact our Admissions Office (see 'How to Contact Us').

Further information on your rights or making a SAR can be obtained by contacting the Information Compliance Officer (see 'How to contact us' for details).