

## **PRIVACY NOTICE**

### **HOW WE WILL USE AND LOOK AFTER THE INFORMATION YOU SUBMIT IN THE SURVEY**

#### **Introduction**

Learning Plus UK Data Ltd ("We") are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the UK General Data Protection Regulation (the "UK GDPR").

#### **1. Definitions**

**Data controller** - A controller determines the purposes and means of processing personal data.

**Data processor** - A processor is responsible for processing personal data on behalf of a controller.

**Data subject** – Natural person.

**Data protection legislation** – Means the data protection legislation enforce in the UK from time to time and includes the Data Protection 2018 (as amended) and the UK General Data Protection Regulation (UK GDPR).

#### **Categories of data: Personal data and special categories of personal data**

**Personal data** - The UK GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of UK GDPR). For example name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

**Special categories personal data** - The UK GDPR refers to sensitive personal data as 'special categories of personal data' (as explained in Article 9 of UK GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

**Processing** - Means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**Third party** - Means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

#### **2. Who are we?**

Learning Plus UK Data Ltd is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are Learning Plus UK Data Ltd, Holybrook House, 63 Castle Street, Reading, RG1 7SN Tel no: 07823 840021. For all data matters contact our data protection officer on 07823 840021.

#### **3. The purpose(s) of processing your personal data**

We use your personal data for the following purposes:

To aggregate your survey responses with those of other participating institutions in England, in order to create analysis of the aggregated responses to support our research report on Attendance.

#### **4. The categories of personal data concerned**

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

- Personal data: email address, institution Name, institution URN, role, responses to the questions in the survey.

#### **5. What is our legal basis for processing your personal data?**

##### **a) Personal data (article 6 of UK GDPR)**

##### **Our lawful basis for processing your general personal data:**

Processing necessary for the purposes of the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the data subject	The survey responses you provide will enable Learning Plus UK Data Ltd to analyse the results and compile the LPUK National Attendance Survey research report (16-19 study programme cohort). The LPUK National Attendance Survey research report will be used by Learning Plus UK Data Ltd. and all contributing institutions to support Attendance.
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More information on lawful processing can be found on the [ICO website](#).

#### **6. Sharing your personal data**

Your personal data will be treated as strictly confidential, and only the aggregated responses from the survey will be shared with contributing institutions. A list of all contributing institutions will be published and shared with contributing institutions, but not their individual responses.

#### **How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary for a period of up to 12 months, in order to complete our Research report and any follow up queries we may receive.

#### **7. Providing us with your personal data**

You are under no statutory or contractual requirement or obligation to provide us with your personal data. But failure to do so will mean your experience or view is not included in the research report analysis.

#### **8. Your rights and your personal data**

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to withdraw your consent to the processing at any time, where consent was your lawful basis for processing the data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a

contract with the data subject and where the data controller processes the data by automated means);

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); (direct marketing and processing for the purposes of scientific/historical research and statistics).

## **9. Transfer of Data Abroad**

We do not transfer personal data outside the UK.

We are using Microsoft Forms to conduct this survey. To access Microsoft Forms Privacy notice, please click [here](#).

## **10. Automated Decision Making**

We do not use any form of automated decision making in our business.

## **11. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

## **12. Changes to our privacy policy**

This privacy policy is specific to the survey you are participating in.

## **13 How to make a complaint**

To exercise all relevant rights, queries or complaints please in the first instance contact our data protection officer on 07823 840021.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](#) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.