

# Swindon and Wiltshire Skills Bootcamps Privacy Notice

Wiltshire Council is collecting and or processing your personal data as a Data Controller under Data Protection Legislation and our ICO registration number is Z1668953. This privacy notice concerns the processing of personal data that takes place by The Wiltshire Council Education and Skills – Skills Bootcamps Team for the purpose of evaluating Skills Bootcamps. Wiltshire Council in this instance is the accountable body for Skills Bootcamps in Swindon and Wiltshire.

For the purposes of relevant data protection legislation, the Department for Education (DfE) is the data controller for personal information processed for this research. More information about how the DfE handles personal information is published here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

This notice explains what information we collect, why we collect it and how we keep it secure. It also explains your rights and our legal obligation. Should you wish to find out more about Wiltshire Council's data protection policies please contact our [Data Protection Officer](#).

## We will notify you of any changes to this privacy notice

This privacy notice was last updated 07/10/2024. If we use your personal data for any new purposes, updates will be made to the policy information and changes communicated, where necessary in accordance with current data protection legislation. Any queries relating to this privacy notice please contact the [Data Protection Officer](#).

## What information are we processing?

Personal data collected from research participants is treated as confidential and collected for research purposes only. Any information shared publicly will be anonymised so you cannot be identified.

DfE (and its contracted research organisation) will use the data for policy development and to help improve education services. We may publish the findings for use by other relevant organisations and for the purposes of transparency in how we are using public funds.

The personal data that may collect, store, or otherwise process information about you may include:

- First name
- Last name

- National insurance number
- Postcode
- Date of birth
- Email address
- Telephone number
- Details of applicants race or ethnic origin
- Any disabilities that an applicant might have
- Highest level of education completed
- Employment status
- Occupation Group
- Industry Sector
- Salary
- Employer
- Universal Credit Status
- Caring Responsibilities
- Gender

### **Purpose of collecting or processing your personal data**

We are collecting data on Skills Bootcamp applicants and participants to help the DfE understand how well the courses are working and if they are achieving their outcomes. This is important because it allows us to be transparent about how government spends public money and measures the impact that policies are having, as well as helping us make improvements to future training courses.

This data will allow the DfE to track participants' longer-term employment and wage outcomes through the Longitudinal Education Outcomes (LEO) dataset. This dataset follows people who undertake courses to see if taking part has helped them to get a job, if they stay in work and if their wages increase over time. This data also helps us check if the people who are on the course do complete the course and ensures that the correct amount of funding is paid.

DfE cannot compel individuals to provide this information. However, to enable the Department to provide this service and to fulfil its functions in the public task we would expect the data subjects to provide the necessary information (i.e. name, date of birth, national insurance number, postcode)

to enable us to get them registered on the course. This means that if they choose not to provide the information, they cannot be registered on the course as the personal data is central to the delivery of this service.

Collecting demographic data on protected characteristics (ethnicity, gender, disability etc.) will allow us to assess how the courses and the policy affect different groups. This data will enable us to ensure that the training courses are accessible to a diverse cohort and that certain groups are not being disadvantaged. Collecting this data will also help us to improve future courses.

In addition, we would like to collect Skills Bootcamp participants' contact details (email address and/or telephone number) and we will ask for their permission to be contacted by DfE or a third-party research organisation (contracted by DfE) to be invited to participate in an interview or a survey to understand their experience of participating in the bootcamps.

This is optional so they do not have to give their contact details and can opt out of being contacted by us. Participation in interviews and surveys is entirely voluntary and consent can be withdrawn at any time.

### **The legal basis for us collecting your personal data**

We collect personal information only where we need to and law permits. In order for our use of your personal data to be lawful, we need to meet conditions in the data protection legislation. For the purpose of this programme, the relevant condition(s) that we are meeting are:

1. Article 6 (1)(e): It is necessary to collect data from users in order to effectively access the service and to evaluate outcomes of the service. The legal basis is public task and the legal gateway is Section 87 of the Education Act.

And for the processing of special category data:

2. Article 9(2)(g) of the GDPR, and Schedule 1, Part 2 paragraph 8 of the Data Protection Act 2018: to ensure equality of opportunity or treatment.

Providing your contact details (email address and/or telephone number) is optional. Participation in interviews and surveys is voluntary and will take place only with your informed consent. The condition(s) we are meeting here are:

Consent (Article 6 (1)(a)) - the individual has given clear consent for the organisation to process their individual data for a specific purpose.

Personal data that is collected for any of the purposes outlined in this notice is never used for direct marketing purposes and is not sold on to any other third parties.

### **Recipients or categories of recipients that we may share your personal data with**

We sometimes need to make personal data available to other organisations. These include contracted partners whom we may employ to process your personal data on our behalf and/or other organisations (with whom we need to share your personal data for specific purposes). We plan to track participants' longer-term outcomes through the LEO (Longitudinal Educational Outcomes) dataset. DfE, DWP and HMRC are all joint data controllers of the LEO data.

Where we need to share your personal data with others, we ensure that this sharing complies with data protection legislation.

For the purposes of this project, we need to share your personal data with external evaluators who will

- analyse your personal data on behalf of DfE to evaluate Skills bootcamp providers and participant outcomes, to contribute to improving the next wave of provision.
- follow up with you directly to invite you to take part in qualitative interviews or a survey to understand your experience of participating in the digital skills bootcamps. This is optional and you can opt out of being contacted. Please be aware that, if contacted, you are under no obligation to take part in further research.

We may also share information to enable us to comply with court orders and other legal obligations. If this is necessary, we will only share the minimum amount of personal data needed for this purpose.

### **International transfers**

No personal data that is processed for any of the purposes outlined within this privacy notice shall be transferred to countries outside of the territorial scope of UK data protection laws.

### **How long will we hold your personal data?**

We will keep your personal data for a maximum of 3 years, after which point it will be securely destroyed. For qualitative interviews, DfE (or its contracted research supplier) will review the notes, recordings, and other research data after the session. Voice recordings will be deleted by the research contractor as soon as they are transcribed and no later than one year after the interview has taken place.

### **Storage**

Data will be stored on Wiltshire Councils secure server. Access to the data is restricted to officers on the project, with guest access to a named contact for each of the project partners.

### **Your data protection rights**

Under Data Protection Legislation, you have the right to obtain a copy of their personal records held by us, this is called a Subject Access Request (SAR).

[Details of how to make a request can be found here.](#)

Further details on your rights under data protection legislation and how to exercise them, are [available here](#).

### **Complaints**

If you have any comments, queries or complaints about this privacy notice or the processing of your personal data please contact our [Data Protection Officer](#).

Alternatively, if you are not happy with the way that Wiltshire Council is handling your personal data, you are entitled to appeal to the Information Commissioners Office (ICO).

The Information Commissioners Office enforces and oversees the Data Protection Regulations.

Contact details are below:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow Cheshire

SK9 5AF

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Automated decisions**

No personal data that is processed for any of the purposes outlined within this privacy notice shall be subjected to automated decisions.