**Application Form, Learner Declaration and Privacy Notice v1**

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| 1. **Learner Information**
 |
| **Title:** |  | **Surname/Family Name:** |  |
| **First Name(s) in full:** |  | **Preferred Name:** |  |
| **Previous Name (if applicable):** |  |
| **Home Address:** | **Postcode:**  |
| **If you have changed address within the last 3 years, please provide previous UK Postcode / Country (if not living in the UK):** |  |
|  **Date of Birth (DD/MM/YYYY)** |  | **Age:** |  | **National Insurance Number:** |  |
| **Gender:**  |  Male ☐ Female ☐  Other ☐ Prefer not to say ☐ |
| **Home Tel No:** |  | **Mobile No:** |  |
| **Email address:** |  |
| 1. **Please indicate your ethnic group: please tick ONE box**
 |
| **White*** English/Welsh/Scottish/Northern Irish/British
* Irish
* Gypsy or Irish Traveller
* Any Other White Background

**Mixed/Multiple ethnic groups*** White and Black Caribbean
* White and Black African
* White and Asian
* Any other Mixed/multiple ethnic background
 | **Asian/Asian British*** India
* Pakistani
* Bangladeshi
* Chinese
* Any other Asian background

**Black/African/Caribbean/Black British*** African
* Caribbean
* Any other Black/African/Caribbean background

**Other ethnic group*** Arab
* Any other ethnic group
 |
| Do you have a criminal conviction (excluding minor motoring offences)? **Yes ☐ No ☐**Are you currently caring for children or other adults? - please tick ONE box **Yes ☐ No ☐** |
| 1. **Emergency Contact Details**
 |
| **Emergency contact name:** |  | **Relationship:** |  |
| **Mobile Tel No:** |  | **Home Tel No:** |  |

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| 1. **Prior Attainment/Highest Previous Qualifications**
 |
| * Entry Level (*Basic Entry Level, E)*
* Qualifications below Level 1 (Pre-entry)
* Level 1 (5GCSEs D-G/3-1; 1 AS Level; GNVQ Foundation; BTEC First Certificate)
* Full Level 2 (5 GCSEs A\*-C/9-4; NVQ2; 2 or 3 AS Levels; GNVQ Intermediate; BTEC First Diploma
* Full Level 3 (4 AS Level; 2 A2/A Level; NVQ3; BTEC Diploma/Extended Diploma/Access to HE (Higher Education)
 |  | * Level 4 (Certificate of Higher Education; HNC)
* Level 5 (Foundation Degree; HND)
* Level 6 (bachelor's degree; Graduate qualification)
* Level 7 or above (master's degree; Postgraduate qualification; Doctorate)
* Other qualification: level not known.
* No qualifications
* Not known
 |
|  **4.1 Have you previously completed a Skills Bootcamp**  |
| Yes ☐ No ☐ If yes please provide details of the name of the Skills Bootcamp and the date you completed. Skills Bootcamp Name:  Start Date: End Date: |
|  **4.2 If applicant has completed level 6 qualification (or above), please select which subject**  |
| * Medicine and Dentistry
 | * Geographical environmental science (social)
 |
| * Subjects allied to medicine.
 | * Architecture, building and planning.
 |
| * Biological and sports sciences
 | * Humanities and liberal arts
 |
| * Psychology
 | * Social science
 |
| * Veterinary sciences
 | * Law
 |
| * Agriculture, food related sciences
 | * Business and Management
 |
| * Physical sciences
 | * Communications and media
 |
| * General and other sciences
 | * Language and area studies
 |
| * Mathematical sciences
 | * Historical philosophical religious studies
 |
| * Engineering and technology
 | * Creative Arts and Design
 |
| * Computing
 | * Education and Training
 |
| * Geographical environmental science (natural)
 | * Combined and General Studies
 |
| 1. **Employment Information**
 |
| **1. On the day prior to this course, what is your employment status? (Please tick ONE box)** | **2. If you are unemployed, how long have you been unemployed (please tick ONE box)** | **3. If unemployed, please state what benefit you receive (please tick ONE box)** |
|  | 0 – 10Hours | 11 – 20hours | 21 – 30hours | 31+hours |
| * Less than 6 months
* 6-11 months
* 12-23 months
* 24-35 months
* 36 months or over
 | * In receipt of JSA (Job Seeker s Allowance)
* In receipt of ESA (Employment and Support Allowance) (Part of WRAG group)
* In receipt of Universal credit
* In receipt of another State Benefit
* None
 |
| Paid employment Self employed | ☐☐ | ☐☐ | ☐☐ | ☐☐ |
| * Not in paid employment & looking for work.
* Not in paid employment & not looking for work
* In full-time education or training prior to enrolment
 |
| **If ticked in Paid Employment above, please state name of your employer, your current job role, and your current hourly rate:** |
| **Name of Employer and Postcode:** | **Postcode:** |
| **Current Job Role:** |  |
| **Current Hourly Rate:** | **£** |
| **Are you attending this bootcamp via your current employer (has applicant been sent on bootcamp through their current employment)?** | **Yes ☐ No ☐** |
|  **What Bootcamp are you interested in undertaking?** |
|  **If you are currently unemployed, please give your most recent occupation:** |
| * Major Group
* Managers, directors, and senior officials
* Professional occupations
* Associate professional and technical occupations.
* Administrative and secretarial occupations
 | * Skilled trades occupations
* Caring, leisure and other service occupations
* Sales and customer service occupations
* Process, plant, and machine operatives
* Elementary occupations
 |
|  **If employed, do you plan to work alongside the bootcamp?** |
| * Yes (Full-time employment)
 | * Yes (Self-employed)
 |
| * Yes (Part time employed)
 | * No
 |
|  **Industry / Sector of current occupation (if currently unemployed, please give most recent occupation)** |
| * Agriculture / forestry / fishing
 | * Banking / finance
 | * Construction
 |
| * Distribution / hotels / restaurants
 | * Energy / water
 | * Manufacturing
 |
| * Public admin / education / health
 | * Transport / communication
 | * Other services (Please specify below)
 |
| 1. **Disability, Learning Difficulty and or Health Problem – please tick all that apply, if no option is indicated the starred \* option will be selected**
 |
| **Do you consider that you have a learning difficulty, disability, or health problem?** **Yes ☐ \*No ☐** Other ☐ *Please specify:* |
| * Allergy
* Asperger’s Syndrome
* Asthma
* Autism Spectrum Condition
* Cystic Fibrosis
* Diabetes
* Disability Affecting Mobility
* Dyscalculia
* Dyslexia
 | * Epilepsy
* Hearing Impairment
* Diagnosed mental health condition.
* Moderate Learning Difficulty
* Physical Disability
* Other Specific Learning Difficulty e.g., Dyspraxia
* Profound/Complex Disabilities
* Severe Learning Difficulty
 | * Social, Emotional & Behavioural Difficulties
* Speech, Language and Communication needs
* Temporary Disability after Illness or accident
* Visual Impairment-excluding glasses/contact lenses
* Prefer not to say.
* Are you a wheelchair user?
 |
| **If you have ticked more than one of the above, please state which disability, learning difficulty and/or health problem impacts most on your learning** |  |
| If you have a support need and would benefit from a confidential interview, please tick this box **☐** |
| 1. **Contact and Marketing Information**
 |
| **How did you hear about us?** |
| ☐ Employer  | ☐ Search Engine  |
| ☐ Job Centre  | ☐ Friends / Family  |
| ☐ social media  | ☐ Other Source |

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| 1. **Learner Declaration and Commitment**
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| **I confirm** that I have received information, advice and guidance concerning the Skills Bootcamp entitled [**insert course title]** delivered by **[insert supplier/delivery partner name].** This included information about the course, its entry requirements, the expected workload of the course, number of guided learning hours (both taught and self-learning) and the support\* available to me.\*For example, wraparound career and personal development support considering my employment history and existing skills; sector-specific Behavioural Skills Support for employment in sector [insert sector]; assistance with the drafting of my CV and preparation for interviews personalised to my individual learner needs. Such support may include but is not limited to:1. giving interview preparation and guidance from industry professionals or Employers, with experience in the sector.
2. Tailored career coaching from industry professionals with experience in **[insert sector].**

**I confirm** that the Skills Bootcamp named in paragraph one is the only Skills Bootcamp I am enrolled on currently in this financial year.**I am clear** what I will achieve by completing this Skills Bootcamp and agree to attend an interview with an employer (for a job using relevant skills gained from the Skills Bootcamp) arranged for me by the supplier /delivery partner named above (unless I am self-employed, or learning with the support of my existing employer and they are contributing to the cost).**I agree** to provide **all** data and information requested by the provider on behalf of the Department for Education (DfE) to inform evaluation of the Skills Bootcamps programme. This will include: * Sharing information about my income before the Skills Bootcamp and afterwards when I achieve a positive outcome. A positive outcome is defined as an offer of a new job or an apprenticeship for independent learners, a new role/enhanced role utilising the new skills acquired on the Skills Bootcamp for learners co-funded by an employer or, obtaining new opportunities/contracts for self-employed learners.
* Responding to and engaging with follow-up communications from the supplier/delivery partner named above following completion of the training component of a Skills Bootcamp, and during the next six months, to record my progression as a result.

**I will:*** Take appropriate responsibility for my own learning, development, and progression.
* Attend and participate in the training required to successfully complete the Skills Bootcamp.
* Promptly inform the supplier/delivery partner named above and employer if applicable, if any matters or issues arise, or might arise, that will, or may, affect my learning, development, and progression.

**I understand** that the supplier/delivery partner named above has the right to cancel my enrolment if I have provided false or inaccurate information.  I agree that this information can be used to process my data for contractual requirements, in particular to the disclosure of all the data on this form or otherwise collected about me to the DfE for the purposes noted in the Privacy Notice **[insert link to Privacy Notice for Individuals and Privacy Notice Q&A].** I understand that if I am not satisfied with any aspect of my Skills Bootcamp and wish to raise a complaint I should do so in the first instance with the supplier/delivery partner named above by following their complaint process with full details of the issue. If I am not satisfied with how my complaint has been dealt with, I understand that I may write to [DfE through their Whistleblowing and Complaints process](https://www.gov.uk/government/organisations/department-for-education/about/complaints-procedure).I agree to visual images being used for marketing purposes. ☐ Yes ☐ No |

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| 1. **DfE Privacy Notice**
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| **Skills Bootcamps - Privacy Notice - Individuals****Privacy Notice for Skills Bootcamps****Who we are.**This privacy notice explains how we collect, store, and use your personal information for the purposes of evaluating the Skills Bootcamps programme.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-](https://form.education.gov.uk/service/Contact_the_Department_for_Education) [information-charter](https://form.education.gov.uk/service/Contact_the_Department_for_Education)Why do we collect your personal information.We are collecting data on Skills Bootcamp applicants, and participants to help the DfE understand how well the courses are working, investigating individuals’ concerns regarding their course and if individuals 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 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.The nature of your personal data we will be using.As part of the data collection, we are asking for your personal data.* national insurance number,
* first name,
* surname,
* postcode and
* date of birth
* education and qualifications information
* earnings and employment information
* benefits information
* caring responsibilities

The special category data we will be processing includes:* gender
* disability and
* ethnicity

As part of our work to evaluate the effectiveness of Skills Bootcamps in supporting people to gain employment and higher incomes we will link this data to records on education and training, income, employment, and benefits which are held by the Department for Education, the Department of Work and Pensions and Her Majesty’s revenue and customs. This is to evaluate the Programmes overall impact. For more information on this, please look at our Privacy Notice Q&A.**Our legal basis for collecting your personal information.**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 and Skills Act 2008.
2. Article 6 (1)(f): It is necessary to collect data from users as the processing is necessary for the organisation’s legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual’s individual data that overrides those legitimate interests.

And for the processing of special category data:1. 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.

We may request your participation in interviews and surveys as part of the evaluation of the programme. We may request your participation to make checks to ensure that the correct amount of funding is paid. We may also request participation to gather feedback on the Skills Bootcamp.**How we use your personal information**Personal information collected is treated as confidential and collected for research purposes, course quality assurance purposes, contract management assurance purposes and to prevent the risk of fraud. 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 organisation’s and for the purposes of transparency in how we are using public funds. None of you individualized data will be identified.**How long we will keep your personal data.**We will keep your personal data in its original format for a maximum of 3 years, after which point it will be securely destroyed. A pseudonymised version of your personal data to be used for research purposes will be kept for a maximum of 20 years. We will conduct reviews every 5 years to test if it is necessary to still retain this data. 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.**Who we will make your personal data available to**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 organisation’s (with whom we need to share your personal data for specific purposes). We plan to track participants’ longer-term outcomes through links to administrative data held by DfE, DWP and HMRC.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 providers of Skills Bootcamps 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 Skills.

Bootcamps. Participation in surveys and/or interviews is voluntary, and you can opt out by requesting this from our third. party contractor.**Request to access, rectify or erase your information.**This service is optional for individuals to use. As part of the public task and legitimate interest purposes we collect personal information and use this to link to government administrative records on income, employment, and benefits. If participants decide they do not want their data used on an ongoing basis for research, they can notify the department and withdraw from the training. No further data will be collected/linked on that individual beyond that point.Our privacy notices make clear how data is processed once it is received by the Department.Special category data collection will include a ‘prefer not to say’ option, this means that the individuals have the free will to choose whether to provide it or not**.**Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a ‘subject access request”.Your data protection rights.* The right to access you are entitled to ask if we hold information relating to you and ask for a copy by making a “subject access request.”
* The right to rectification: you have the right to request to correct any information you believe is inaccurate.
* The right to erasure: you have the right to request for your information to be erased, under certain circumstances.
* The right to restrict processing: you have the right to request that DfE restricts the processing of your personal data, under certain circumstances.
* The right to object to processing: you have the right to object to DfE’s processing, under certain circumstances.

The right to data portability: You have the right to move your personal data to another data controller.For further information and how to request your data, please use the [‘contact form’](https://form.education.gov.uk/service/Contact_the_Department_for_Education) in the Personal Information Charter at: [https://www.gov.uk/government/organisations/department-for-education/about/personal-](https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter) [information-charter](https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter) under ‘How to find out what personal information we hold about you’ section.We will respond to your request within one month of receiving it. If your request is complex, we may extend the period by a further 2 months but will let you know we are doing this.You can also find more information from the Information Commissioner’s Office at [https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/) [protection-regulation-gdpr/individual-rights/](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/)For further information about this Privacy Notice or queries about how DfE handles your personal information, please contact our Data Protection Officer at <https://form.education.gov.uk/service/Contact_the_Department_for_Education> or write to our postal address : Department for EducationSanctuary Buildings, Great Smith Street, LONDON, SW1P 3BT**Skills bootcamps privacy notice Q&A****Why do you need my personal data?**We are collecting personal data on applicants and participants to help effectively administer the programme with the training providers and to support with the evaluation of the programme. We only collect information which is necessary for these purposes.**What will you be doing with my personal data?**We will be collecting your personal data and then linking this to administrative data government holds on tax and benefits to evaluate the impact of skills bootcamps has on earnings and employment over a number of years. This is to test if the programme is effective, provides value for money and to improve service provision.Identifying details will be removed in the process and no individual details will be made public. This is to evaluate the bootcamps programme overall. We may also contact you to participate in surveys or interviews about your experience with the programme. Participation is voluntary.**What other of my data in government will you be linking my personal data to which you are collecting?**We intend to link your details to information held by DfE, HMRC and DWP on your education, tax, and benefits data to allow us to evaluate whether skills bootcamps improves earnings and employment. Namely.* HMRC P45, P46, P14 and Self-Assessment data on employment and earnings
* HMRC Pay as you earn Real Time Information
* DWP National Benefit Database data, Labour Market System data and Juvos data.
* DWP Universal Credit data
* Individual Learner Record (“ILR”), Higher Education Statistics Agency (“HESA”), and Student Loans Company (“SLC”) data.
* Higher Education Funding Council for England (HEFCE) has powers to authorise the collection of information on students studying Higher Education courses (the student record data). This data is collected by HESA.
* The Student Loans Company is a non-departmental public body, owned by DfE, Scottish Ministers, the Welsh Assembly Government and the Department for Employment and Learning in Northern Ireland.
* DfE National Pupil Database (“NPD”)

**Why are collecting information on protected characteristics? What if I do not want to share information?**We collected information on protected characteristics, such as ethnicity, to support us monitoring how well the policy is doing on equality and diversity. Providing this information is optional with a ‘Prefer Not Say’ option.**What happens with my information afterwards?**Your information is used for the purposes specified. Personal information will be kept for a maximum of three years after which point it will be securely destroyed. A pseudo-anonymised version of your data, used for research purposes, will be kept up to a maximum of 20 years.If you would like to request the removal of your personal information from our database, please use the following link: <https://form.education.gov.uk/service/Contact_the_Department_for_Education> |
| **Learner Name:**  |  |
| **Signature:**  |  |
| **Date:**  |  |

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| ***Office Use Only:*** |
| Has the learner lived in the UK for the last 3 years? |  |
| Current ID checked to confirm eligibility and right to work in the UK |  |
| Has prior learning been checked and verified  |  |
| I confirm that I have checked the form for completeness and accuracy, have seen certification to validate the qualification/grades entered and have witnessed the identification ticked above. |
| **Suitable for course?** |  **Yes ☐ No ☐** | **Accepted on Programme?** |  **Yes ☐ No ☐** |
| **Planned Start Date:** |  | Updated Data Submission Spreadsheet: |  **Yes ☐** |
| Staff Signature:  |  | Date: |  |

**Sharing your story: Adult Skills and Retraining - case study collection - consent information**

Thank you for helping us communicate about learning as part of our new adult ‘Skills for Life’ Adult Skills campaign. By sharing your story and supporting us to develop content such as quotes, photos, and videos, we can raise awareness of adult learning opportunities and encourage more people to gain new skills and progress in work.

***Please read, complete, and return a scan or photo of page 2 of this form by replying to the email you received to provide consent for us to use your content.***

**About Skills for Life**

The Government will help everyone access the skills needed to get the job they want - whatever their stage of life.

We are investing in lifelong learning, to give everyone the flexibility to train and study so they can gain skills at any point in their life. We’re supporting everyone so they can gain skills for life.

With offers from Skills Bootcamps to essential English, Maths and Digital qualifications, we are able to help more adults have the opportunity to gain new skills and boost their job prospects.

**How we might use your data and content**

The Department for Education might use your first name, age, where you live, and the content we create with you such as your story, comments, photo and/or video in/with:

* Internal communications (e.g. intranet, presentations)
* Digital and printed communications (e.g. website, social media, email, leaflet)
* Marketing campaigns, advertising, or media (e.g. events, paid for social media, outdoor advertisements, audio adverts, posters, national/local press)

We may share your information with other government departments and/or third-party organisations such as PR and Design Agencies. There may also be opportunity include content in PR and media opportunities, locally, regionally, and nationally.

Occasionally we may need to make changes to the content (e.g. use a quote from a transcript, make a video shorter), but we’ll make sure this doesn’t change the intended meaning. By signing this form, you are declaring that you understand and are consenting to changes being made.

We may contact you directly to ask for more information or to discuss individual requests from journalists, such as face-to-face or telephone interviews. You’re not obliged to take part in any additional activity with the media. If you’re directly approached by a member of the media to discuss adult learning initiatives, but you haven’t been advised by the Department of Education about a member of the media contacting you, please let us know and don’t discuss the offer with them.

We’ll store your content and contact details in a secure Department for Education system with access restricted to key project contacts. We will hold your data for a year after the project has been completed. After this period, we will delete your content and contact details from our system. Please take a look at our privacy policy, which explains how and why we use and store your data.

You can withdraw your consent at any time. If you withdraw consent, we’ll permanently delete your contact details and content relating to this scheme from our system and won’t use them in future materials. Where your content has been used in the past, we’ll take practical steps to remove it where possible (e.g. website) within a reasonable time period. However, we can’t guarantee that your content can be entirely removed from circulation due to the nature of digital / printed materials and advertisements. If you have any questions or you’d like to withdraw consent / change your contact details, please email us.

**Sharing your story: Adult Skills and Retraining - case study collection- consent form**

**Please complete and return the form below.**

**Details:**

Full name: (IN BLOCK CAPITALS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent:**

I give permission for my content to be used by the Department for Education for:

(Tick all that apply)

**□** Marketing campaigns, advertising, or media

**□** Partner/affiliate communications

**□** Internal communications

**□** Digital and printed communications

**□** Please tick to confirm that you are happy to be contacted by other government departments and third-party organisations like PR and Design agencies to discuss your story

I have read this consent form carefully and fully understand its meaning and implications.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data protection:** The information that you provide here will only be used to contact you about sharing your story in our communications work. We will not pass the details recorded on this form to any organisations that are not mentioned in our privacy notice without your permission.

**Privacy Notice**

**Sharing your story:** **Adult Skills and Retraining - case study collection**

**About**

This privacy notice explains how we collect and use your personal information for the purposes of including your experiences of learning and taking part in a Skills Bootcamp course in our communications.

This work is being carried out by the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for the personal data processed as part of the Skills Bootcamps case study collection project.

**How we will use your information**

We process your personal data in order to include your experiences of learning as an adult on one of the following offers: Skills Bootcamps, Free Courses for Jobs, Apprenticeships, Higher Technical Qualifications, Sector Work Based Academy (SWAP), and Essential English, Maths and Digital qualifications. We will feature your story in our communications and our adult skills marketing campaign. Sharing your experience will help us raise awareness of the offers and encourage more people to enrol on a course, develop their skills and progress in work.

**The nature of your personal data we will be using.**

The categories of your personal data that we will collate and store for the project may include:

* name
* address
* email address
* telephone number
* date of birth
* photography
* video
* quotes/testimonials

The personal data we will share in communications may include:

* name
* location
* age
* photography
* video
* quotes/testimonials.

**Why our use of your personal data is lawful.**

In order for us to use your personal data lawfully, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, we are relying on your consent as the lawful basis for processing your personal data (Article 6(1)(a) that you have given your consent).

**Who we will make your personal data available to**

We may sometimes make your personal data available to other organisations. These organisations might include partners/affiliates and/or our communications agencies. **We will only share your data if you have consented for us to do so.**

When we share your personal data with others, we will ensure that this data sharing complies with data protection legislation. For the purpose of this project, we would only share data with:

* Adult Skills partners: other government departments, course providers and employers involved in the initiatives.
* Media outlets in order for them to share your experiences via their platforms.
* Our contracted communications, PR, and marketing agencies

**How long we will keep your personal data.**

We will only keep your personal data for as long as we need it for the purpose(s) of this project. A year after the project has been completed, your data will be securely destroyed.

Please note that, under Data Protection legislation, and in compliance with the relevant data processing conditions, personal data can be kept for longer periods of time when processed purely for archiving purposes in the public interest, scientific or historical research, and statistical purposes.

**Your data protection rights.**

Under certain circumstances, you have the right:

* to ask us for access to information about you that we hold
* to have your personal data rectified if it is inaccurate or incomplete.
* to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
* to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
* to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
* not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

**If you need to contact us regarding any of the above, please do so via the DfE site at:** [**https://www.gov.uk/contact-dfe**](https://www.gov.uk/contact-dfe) **and please state ‘Adult Skills and Retraining case study collection’.**

Further information about your data protection rights appears on the Information Commissioner’s website at: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

**Withdrawal of consent and the right to lodge a complaint.**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know.

Alternatively, you have the right to raise any concerns with the Information Commissioner’s Office (ICO) via their website at <https://ico.org.uk/concerns/>.

If you have any questions about how your personal information will be used, please contact us at <https://www.gov.uk/contact-dfe> and enter ‘Adult Skills and Retraining case study collection’ as a reference. For the Data Protection Officer (DPO) please contact us via [gov.uk](https://www.gov.uk/contact-dfe) and mark it for the attention of the ‘DPO’.

**Last updated.**

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated December 2021.