

Declaration / Learning Agreement - 2023/2024

GENERAL DATA PROTECTION REGULATIONS (GDPR)

Boston College collects and processes personal data relating to its learners to effectively manage learning and to meet its statutory obligations as an FE College. Boston College is committed to being transparent about the data it collects and how it uses that data whilst meeting its data protection obligations. For more information on general data protection, who we share your data with and how we use your data, please visit: <https://vital.boston.ac.uk/enrolment/>

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates, downloads and maintains Personal Learning records across England, Wales and Northern Ireland, and is operated by the Department for Education (DfE) in England. For the purposes of relevant data protection legislation, the DfE is the data controller for personal information processed. For more information about how your information is processed, and to access your Personal Learning Record, please refer to:

<https://www.gov.uk/government/publications/lrs-privacy-notice>

For Higher Education learners your personal information is also passed to the Office for Students. This information may also be shared with the University of Derby. Further information about use of and access to your personal data, and details of partner organisations are available at:

<https://www.officeforstudents.org.uk/contact/how-to-request-information-from-us/>

Office for Students (OfS) may contact you up to 18 months after completion of your course.

The following statement is issued by the Education and Skills Funding Agency (ESFA) for your information.

This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research. We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at: <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> and the DfE Privacy Notice: <https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways: Contact form

https://form.education.gov.uk/service/Contact_the_Department_for_Education

by telephoning the DfE Helpline on 0370 000 2288 or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW. If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit: <https://www.ico.org.uk>

CODE OF CONDUCT (<https://vital.boston.ac.uk/enrolment/>)

Library - by signing this form, I accept responsibility for items borrowed and agree to abide by the Library Code of Conduct.

Computers - by signing this form, I agree to comply with the CSU Code of Conduct and Practice.

INITIAL ASSESSMENT

In signing this form, I confirm that the initial guidance and assessment process, where applicable, has been completed and

my discussions with staff included the following:

- Details of the qualification to be achieved, course duration, assessment and progression to other courses or employment.
- Entry requirements for the course in relation to my existing qualifications and experience and an assessment of my suitability for the course.
- Details of course requirements concerning attendance, submission of work, disciplinary and complaints procedures.
- Availability of additional support for learners in relation to finances, SEND, English and Maths.
- Information on costs relevant to the course of study.

ID CARDS

Learners studying at College campuses will be issued with an ID card. Your Boston College ID card must be worn and be visible while you are on College premises. You will be asked to produce your card when accessing various College services, including IT Services, Library, Learner Services and examinations. Learners who are unable to produce a valid ID card when requested by a member of staff may be asked to leave the College premises and unable to use College services. If you lose or render your card unusable, a replacement will be issued at a cost. The card is valid for the current academic year only. The card remains the property of Boston College. If you leave your course you must return your card.

TERMS OF ENROLMENT

In accepting this enrolment, the learner enters into an agreement with the College which provides that:

- Prior to commencement, one of the following must be actioned and agreed by the learner and authorised by the Registry Department: 1) Full payment of fees made, 2) A deposit made and instalments agreed, 3) Employer/sponsor forms received, 4) An Advanced Learning/SFE HE Loan approval letter received, 5) Relevant proof of benefit/income received, 6) Evidence of application to SFE/SLC. Failure to provide one of these could prevent learners from starting/attending the course.
- All learners will be invoiced (unless paid in full at enrolment), at the start of the course for all fees, regardless of how payments are agreed to be paid.
- The College has a two week cooling off period where enrolments can be cancelled, however, learners will incur a £50 cancellation fee*.
- If a learner withdraws after the two week cooling off period, payment of fees will still be required from the fee payer as agreed at enrolment.
- If a learner who has an Advanced Learning/SFE HE Loan withdraws, Loan payments will cease and the learner will owe the College the outstanding course fees in the same time frame and will receive instructions on payment options*.
- It may be necessary for the College to cancel courses. Fees will be refunded where courses are cancelled by the College.
- Unless notice is given, the learner will be automatically withdrawn if there are four consecutive weeks of absence.
- The learner agrees to inform the College Registry Department of any change of circumstances regarding details given on this form.

- If a course is being sponsored/supported by an employer/mandated from the Job Centre, said organisations will be kept informed of the Learner's performance.
- Learners should refer to the College's fees policy for full details:
<https://vital.boston.ac.uk/enrolment/>
- The course may be funded via the European Social Fund (ESF), Lincolnshire County Council or another third party funding body.
- Some courses may not be fundable where learners are from a devolved and/or delegated combined authority or planned combined authority. Please see <https://www.gov.uk/guidance/adult-education-budget-aeb-devolution> for details.
- If the learner is under 18 (or under 25 where the learner has an EHCP), parents or guardians may be informed of performance, progress, attendance, safety or welfare concerns without the young person's consent.
- Where the learner attends work experience, they give permission for the College to share medical information with employers for health and safety purposes.

*May not apply to Apprentices.