

Privacy Notice for Skills Bootcamps (for contracted lead Providers and delivery partners)

1. Purpose

This privacy notice explains how data containing your personal information is collected on behalf of the Greater London Authority by our contracted provider and how it is shared and processed for the following purposes:

- Processing supplier invoices
- Counter fraud and gaming cross checks
- Verifying employer contributions paid towards the Skills Bootcamp
- Quality checking
- Market Research and Engagement
- Programme tracking to understand which employers are involved, how we can improve the programme etc.
- Research and evaluation purposes including surveys and interviews as part of the process and impact evaluation and User Centred Design research interviews and processes,
- Any other purpose that may be required that promotes robust evaluation and continuous improvement of the Skills Bootcamp programme, mitigates against fraud and gaming, and ensures we achieve maximum value for money for the taxpayer.

2. Who we are

The Greater London Authority (GLA) is London's regional government. The Mayor of London provides citywide leadership, and the London Assembly is a watchdog for London responsible for holding the Mayor, and his advisors to public account. Find out more about what we do and who we work with at www.london.gov.uk.

For the purposes of relevant data protection legislation, the GLA is the data controller for personal information processed.

This means that GLA sets out for contracted providers what data they must collect from employers, how they must collect and share it and the specific purposes for which this data will be processed.

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

The categories of your personal data that we will be using for this project are:

- your business name
- your full name
- your work email address
- your work telephone number.

You should note that our use of your personal data is limited to processing for the purposes listed above in relation to you in your role as an employer or your role working for an employer in relation to the Skills Bootcamp.

4. How we expect providers to collect your data

When providers contracted to the GLA or any of their delivery partners contact employers, we expect them to email this privacy notice to you and to read to you a summary script to outline what data we will collect, why and for what purposes and to secure your agreement to collect and share the data in the ways set out. Furthermore, we expect providers to confirm to GLA that they have secured your agreement to collect and share your data and to allow GLA to process it, prior to sharing the data with us.

5. Why we ask providers to collect your personal information on our behalf

- a. Processing supplier invoices
This data is used to check if the learners who are registered on the course are genuine, that they complete the course, that the interviews with employers listed are evidenced and that employers who recruit from the programme are identified. This ensures that the GLA pays the correct amount of funding on each payment milestone to providers. We ask for the contact details (business name, contact person, email address and telephone number) of the employers listed so that we can cross check the information that the supplier has provided. This is done through sampling surveys or a telephone call to some of the employers listed.
- b. Counter fraud and gaming cross checks
This same process as in 2a feeds into our counter-fraud strategy as this cross checking allows us to identify potentially fraudulent activity and to follow up any irregularities that we find.
- c. Verifying employer contributions paid towards the Skills Bootcamp
As part of the Skills Bootcamp programme, where an employer wants to train their own employees on the Skills Bootcamp, we expect an employer contribution of 30% from large employers and, this is reduced to 10% for small medium sized enterprises (SMEs). We use the employer data submitted on the data collection sheets to check which Skills Bootcamps should include an employer contribution to pay the correct (reduced amount) to the supplier.
- d. Quality checking
As part of our quality assurance processes, our Quality Assurance team will access the employer contact details we hold to ask employers to participate in sample interviews to check that the Skills Bootcamps providers are delivering the quality we expect.

- e. Market Research, engagement and programme tracking to understand which employers are involved, how we can improve the programme etc.
As part of policy development, we use the employer contact details we hold to support our ongoing employer engagement activity to understand the needs of employers and how we can optimise the design of Skills Bootcamps. We also use the contact details to invite employers to events such as roundtables and market engagement.
- f. Research and evaluation purposes include surveys and interviews as part of the process and impact evaluation and User Centred Design interviews and processes.
- g. We are collecting data on Skills Bootcamp employers to help the GLA 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.
- h. We may also request your participation in interviews and surveys undertaken by the GLA and the GLA's subcontracted external evaluation partners as part of the evaluation of the programme.
- i. Employers, including those contributing co-funding, may be required to collaborate with the GLA and its appointed Evaluation Supplier to support the evaluation of the Skills Bootcamps for Londoners programme. This collaboration helps ensure that evaluation findings can be used to understand the benefits of Skills Bootcamps for employers and identify opportunities for improvement, while all data is handled in accordance with applicable privacy and data protection requirements.
- j. The GLA Skills Bootcamp team may also request your participation in providing feedback and responding to surveys on the Skills Bootcamps and this data is made available to the GLA.
- k. From time to time, there may be other purposes that we need to process your data. This includes any other purpose that may be required that promotes the robust evaluation and continuous improvement of the Skills Bootcamp programme, mitigates against fraud and gaming, and ensures we achieve maximum value for money for the taxpayer. We will only process your data where data protection legislation allows us to do so.

6. Our legal basis for collecting your personal information.

When we collect personal information, we only collect the minimum level of data required. For our use of your personal data to be lawful, we need to meet conditions in the data protection legislation. We must have a legal basis for collecting your personal information. The lawful basis we use is:

Article 6 (1)(f): processing is necessary for the purposes of the legitimate interests pursued by the GLA as the data controller.

7. How we use your personal information

Personal information collected from employers is treated as confidential and collected only for the purposes set out in point 5. Any information shared publicly will be anonymised so you cannot be identified.

The GLA (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. None of your individualised data will be identified.

8. Who we will make your personal data available to

We may occasionally need to share your personal data with other authorised organisations. These may include contracted partners who process personal data on our behalf, as well as other organisations with whom we must share information for specific purposes such as programme delivery, research, evaluation, and quality assurance. All data sharing will be carried out in line with Data Protection Legislation and only where necessary and appropriate.

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 working for the GLA under contract who may:

- Contact you directly to invite you to take part in research (e.g., qualitative interviews and/or surveys) to understand your experience with Skills Bootcamps. Participation in the research is voluntary. If you do not want to participate in these interviews/surveys, you can request this from our 3rd party contractor if you are contacted.

9. How long we will keep your personal data

We will keep your personal data in its original format for a maximum of 7 years, after which point it will be securely destroyed. A pseudonymised version of your personal data to be used for research purposes may be kept for a maximum of 20 years, however the GLA will conduct reviews every 5 years to test if it necessary to still retain this data.

For qualitative interviews, the GLA (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.

10. Request to access, rectify or erase your information

If employers decide they do not want their data to be used, you can notify the GLA and withdraw from further involvement. No further data will be collected/linked on that employer beyond that point.

Your data protection rights:

- More information about use of and access to our personal data held by the GLA, details of organisations with whom the GLA regularly shares data, information about how long the GLA retain your data and how to exercise your rights is set out in the GLA Privacy Policy published here: <https://www.london.gov.uk/about-us/governance-and-spending/privacy-policies/gla-privacy-policy>.
- 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'.
- If you have a concern about the accuracy of personal information about you, if you want to erase or restrict use of your personal information, if you object to use of your personal data, if you wish to exercise rights in relation to automated decision-making or if you are unhappy with how we have used your personal information, please email: Data.Protection@london.gov.uk.

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-protection-regulation-gdpr/individual-rights/>

If you have any questions about how your personal information will be used, please contact us at: skillsbootcamps@london.gov.uk and enter Skills Boot Camp as a reference.