

## Privacy Notice – optional sharing of your college PLSP summary of support with CITB

### Introduction and purpose:

As a Learner on a programme of study overseen by CITB, you have a relationship with CITB as well as with the college at which you study.

Some Learners have Personal Learning Support Plans (or other similar plans) setting out reasonable adjustments made to their learning experience or environment to assist them with their studies – especially to assist with health conditions that may impact on their studies.

If you have a PLSP, your college will have created this to assist you as part of its student services and support function. CITB also provides you with a Learner support function. CITB considers that accessing some, or all, of the summary of your PLSP would help it to provide you with enhanced support – by supplementing its own Learner assessment and support processes.

If you consent to the sharing, CITB will use the PLSP summary shared with it to supplement its own Learner support assessment (as necessary) and use this information to better design and deliver support to you when you interact with CITB.

In summary, the purposes are:

Purpose 1: Your college sharing the appropriate parts of your PLSP summary with CITB, for use as described in purpose 2 (below)
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Purpose 2: Use of college PLSP summary by CITB to enhance the support it can offer. You can read more about this in the relevant CITB privacy notice: <a href="#">Privacy Notice – Personal and Learning Support - CITB</a> .
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The legal reason (lawful basis) for using the data is:

Purpose 1: Your college sharing the appropriate parts of your PLSP summary with CITB, for use as described in purpose 2 (below)	Consent –  CITB can only be provided with the appropriate parts of your PLSP for this purpose with your consent. CITB, therefore, is asking you for your consent for your college to share the relevant parts of your college PLSP summary.  You should be aware that consent is entirely voluntary – you will not be penalised or negatively affected in any way for not consenting to this sharing and CITB may undertake its own assessment of your support needs where it deems necessary regardless of whether or not your college PLSP summary of support is shared.
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	If you do consent – your college will be informed of this and will assist you in identifying the appropriate parts of your PLSP summary to be shared. Your college will rely on your consent to share this information with CITB.
Purpose 2: Use of college PLSP summary by CITB to enhance the support it can offer	Our lawful basis for using the data is that we have consent from the Learner.

### Special category (sensitive) data

The data being shared and used includes special category (sensitive) data. This is information concerning your health (as health information is often directly pertinent to support needs, reasonable adjustments and other elements of a PLSP, or is something that can be gleaned or inferred from those details). We use this sensitive data under the following legal condition(s):

Purpose 1: Your college sharing the appropriate parts of your PLSP summary with CITB, for use as described in purpose 2 (below)	<p>Explicit consent –</p> <p>CITB can only be provided with the appropriate parts of your PLSP for this purpose with your consent. CITB, therefore, is asking you for your consent for your college to share the relevant parts of your college PLSP summary.</p> <p>You should be aware that consent is entirely voluntary – you will not be penalised or negatively affected in any way for not consenting to this sharing and CITB may undertake its own assessment of your support needs where it deems necessary regardless of whether or not your college PLSP summary of support is shared.</p> <p>If you do consent – your college will be informed of this and will assist you in identifying the appropriate parts of your PLSP summary to be shared. Your college will rely on your consent to share this information with CITB.</p>
Purpose 2: Use of college PLSP summary by CITB to enhance the support it can offer	Our lawful basis for using the data is that we have explicit consent from the Learner, as above.

**Your data will, or may, be shared with the following recipients or categories of recipient:**

<p>Purpose 1: Your college sharing the appropriate parts of your of your PLSP summary with CITB, for use as described in purpose 2 (below)</p>	<p>If you consent to it, the appropriate parts of your PLSP summary of support will be shared by your college with CITB.</p>
<p>Purpose 2: Use of college PLSP summary by CITB to enhance the support it can offer</p>	<p>We have a responsibility to pass limited details of approved support measures onto relevant third parties, on a need-to-know basis, in order to provide efficient support services and fulfil our legal obligations under the Equality Act 2010.</p> <p>This processing may include using the data to offer and provide support and assistance as appropriate in line with the Equality Act. Use of the data is also necessary for a matter of substantial public interest, being identifying and keeping under review the existence or absence of equality of opportunity or treatment.</p> <p>Third parties with which your personal data may be shared include:</p> <ul style="list-style-type: none"> <li>• Basic and Key Skills Builder (BKSB) Screening Assessment (online screening service); and</li> <li>• Cognassist (Cognitive Diversity Screening test).</li> </ul> <p>We use both of these assessment tools to identify specific learning support needs and produce support plans. Further information can be found about each of these third parties at:</p> <p><a href="#">Website Privacy Notice   OneAdvanced (External link - Opens in a new tab or window)</a>  <a href="#">Privacy Policy - Cognassist</a></p>

Your personal data will not be sent outside of the UK or the European Union as part of our processing.

The processing of your data does not involve automated decision making (i.e. decisions being made about you by a computer, without human review).

## Data retention

Your data will be retained for the following length of time:

Purpose 1: Your college sharing the appropriate parts of your PLSP summary with CITB, for use as described in purpose 2 (below)	Your PLSP will be held by your college for the period set out in their retention schedule. You will be able to find this by reading the relevant college privacy notice or speaking to your students support team.
Purpose 2: Use of college PLSP summary by CITB to enhance the support it can offer	Your data will be retained for the length of your course, plus six years.

### The Data Controller:

Your college will be the data controller for its use of your college PLSP to support you.

The Construction Industry Training Board (**CITB**) will be the data controller for its use of the summary PLSP information provided to it (if you consent to the information being shared).

CITB's address is: 4 Cyrus Way, Cygnet Park, Hampton, Peterborough, PE7 8HP. It is Registered in England and Wales with Charity No: 264289 and in Scotland with Charity No: SC044875.

For any queries or concerns about how your personal data is being processed by CITB you can contact the Information Governance Team at CITB by email at: [information.governance@citb.co.uk](mailto:information.governance@citb.co.uk)

### Rights of data subjects

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights [apply only in certain circumstances](#):

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.