

**PRIVACY NOTICE AND CONSENT – UNDER 18 YEAR OLDS**

**Information about students enrolled.**

**Data Protection Act 1998: How we use information**

We collect and hold personal information relating to students enrolled on our courses. We use this personal data to:

* Confirm the student’s enrolment on the course.
* Support students in their learning.
* Monitor and report on student’s progress
* Share information with referral partners who referred students so mentoring is on-going.
* Use personal data to download funding for the course.
* Assess the quality of our services and outcomes following completion of the course.

This information will include their contact details, photograph, copy of passport/birth certificate, drug and alcohol test results, course results, attendance information, any exclusion information, use of issued oyster card by LCA, outcomes of students after graduation, personal characteristics such as their age, gender, sexual orientation, religion, ethnic group and any special disability needs.

The London Construction Academy (LCA) is supported by the Worshipful Company of Paviors and as such the charity committee requires that we process the above data to establish we are attracting and monitoring diversity from candidates and that such individuals are eligible to work in the UK particularly in the construction sector by passing the drugs and alcohol test at induction.

Students are regularly contacted after graduation up to a maximum of two years so we can monitor outputs and achievements. Statistics in Social Value Reports are collated from this information and data is used so that a specific person cannot be identified from the statistics. These statistics allow for better financial modelling and planning.

Oyster cards are monitored for usage and any cards not used for the purpose of attending LCA classes or job interviews results in the card being terminated and monies reclaimed from the student.

Attendance issues, exclusions and course results are shared with referral partners who recommended the candidate to our academy for training so they can continue to provide support to the student in searching for employment.

Please tick here if you consent for your photo to be used in promotional material.

Please tick here if you consent to be notified of our future courses and any advertising material associated with the Academy and course.

If at a future time you do not wish to be contacted please inform us by e-mail [info@thelca.org.uk](mailto:info@thelca.org.uk)

By signing below you consent to the LCA using data from you as outlined above:-

* If you are under 18 years old at the time of your application, please ask a parent or guardian to sign your consent statement below on your behalf.

Signed By : ……………………………………………………… on behalf of: ………………………………………………………...

Print Name: ……………………………………………………. Date : …………………………………………………………………….

For more information on how we store your data or any queries please put it in writing to London Construction Academy, CSR Dept., Conway House, Vestry Road, Sevenoaks, Kent, TN14 5EL