

**PRIVACY NOTICE AND CONSENT**

**Data Protection: How we use your personal information**

We collect and hold personal information relating to students enrolled on our courses for the following purposes:

* to confirm the student’s enrolment on the course;
* to support students in their learning;
* to monitor and report on student’s progress;
* to share information with referral partners who referred students, so mentoring is on-going;
* to use personal data to download funding for the course;
* to share personal contact details with trainers so you can be contacted during and after the course regarding your learning, issuing of results and to assess outputs after the course for funding; and,
* to assess the quality of our services and outcomes following completion of the course.

The information collected will include the students’ 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 (“Personal Data”).

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 Personal Data to establish whether we are attracting and monitoring diversity from candidates and that such candidates are eligible to work in the UK, and are fit to work within the construction sector by passing the drugs and alcohol test at induction.

Your Personal Data will be held for two years from the completion of the course and thereafter your Personal Data will be deleted. Your Personal Data will not be shared with or disclosed to any non-associated organisations or outside of the EU/EEA. Students are regularly contacted in this time so that we can monitor outputs and achievements. Where data are used for statistical purposes, your Personal Data will be anonymized. 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. When employment is found results are shared with the training providers to assist in monitoring their outputs and achievements and downloading of funding. The training providers may also use your personal contact details to contact you after the course to ascertain outcomes for funding purposes.

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, or you wish to exercise any of your rights under the Data Protection Act 2018, 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: -

Signed: ……………………………………………………… Date: ………………………………………………...

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

For more information on how we store your Personal Data, or any queries please put it in writing to

London Construction Academy, CSR Dept., Conway House, Vestry Road, Sevenoaks, Kent, TN14 5EL