

Bootcamp Enrolment Form

PLEASE SEND THE COMPLETED FORM OR A PHOTOCOPY WITH YOUR PAYMENT AND THE NECESSARY ENCLOSURES TO:

TWI Training & Examination Services

Ferrous Road
Riverside Park
Middlesbrough
TS2 1DJ

Tel.: +44 (0)1642 216320
twinorth@twi.co.uk

Personal Information

(PLEASE USE CAPITAL LETTERS THROUGHOUT)

TWI Candidate ID Number:
(If known)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Event title _____

Event date _____

Candidate's Family Name (as per ID / Passport)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Candidate's Middle Name (as per ID / Passport)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Candidate's Given Name (as per ID / Passport)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Nationality _____

National Insurance Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Birth

D	D	/	M	M	/	Y	Y	Y	Y										

Employment status

Employed Self-employed Unemployed

Permanent private address

Postcode: _____ Car Reg. No _____

Private Tel.: _____

E-mail: _____

Correspondence address (if different from above)

Employer name:

Employer address

_____ Postcode: _____

Contact Name: _____

Tel.: _____ Fax: _____

E-mail: _____

Invoice address (if different from the above)

Do you have a disability or any special needs relevant to this course or examination? Yes No

(If yes, please let us know details of any adjustments you may require).

Please tick: Self-sponsored Company sponsored

Sponsoring company registration number (CRN) _____

Methods of Payment

Full payment and / or Company Order no. must accompany this booking form. Bookings received without payment / order Number will be treated as provisional, which does not guarantee a place.

BACS Bank Draft

Made payable to TWI Ltd. Barclays Bank PLC,
Market Place, Saffron Walden, Essex CB10 1HR
Sort Code: 20-74-21 Account No: 60919349. Swift address: BARC GB 22

or **Company order No:** _____

Approving manager's name: _____

If you wish to pay by Credit Card please call Customer Services who will take payment details on +44 (0)1642 216 320 for TWI North events or +44 (0)1223 899 500 for all other UK events.

Sponsor's signature:

(Handwritten signature or Image of signature – typed signatures are not accepted)

Venue

Abington Middlesbrough Rotherham
 Port Talbot Aberdeen

Where did you hear about TWI Ltd?

TWI Corporate Website LinkedIn
 CSWIP Website Facebook
 Email marketing NDT News / Insight
 Bulletin / Connect Exhibitions / Events
 Google search Word of Mouth
 Other (please specify)

GDPR statement

Please tick the box if you are happy for TWI to send you information regarding TWI training events and career progression opportunities. We will not share your data with anyone else.

Please note for examination candidates only:

As part of the certification process, candidate contact details will be passed to the relevant Certification body to enable completion of the certification process.

Please tick if you are

a member of The Welding Institute
 an employee of an Industrial Member of TWI

Internal Use Only

Booking Ref: _____

Bootcamp Enrolment Form

In section 1 the following can be selected:

2 items within 1a or 1 item within section 1b or 2 items within section 1c or 2 items within section 1d

Section 1a: Bootcamp 1 (Please select up to 2 items)

Bootcamp 1

<input type="checkbox"/>	GWO Basic Safety Training	Basic Safety Training is provided under GWO regulations
<input type="checkbox"/>	CSWIP WI 3.0	Examination is under CSWIP scheme
<input type="checkbox"/>	CSWIP WI 3.1	Examination is under CSWIP scheme
<input type="checkbox"/>	CSWIP WI 3.2	Examination is under CSWIP scheme
<input type="checkbox"/>	Magnetic testing (MT) Level 2 (ISO 9712)	Examination is under CSWIP <input type="checkbox"/> or PCN <input type="checkbox"/>
<input type="checkbox"/>	Penetrant testing (PT) Level 2 (ISO 9712)	Examination is under CSWIP <input type="checkbox"/> or PCN <input type="checkbox"/>
<input type="checkbox"/>	Visual testing (VT) Level 2 (ISO 9712)	Examination is under CSWIP <input type="checkbox"/> or PCN <input type="checkbox"/>
<input type="checkbox"/>	Ultrasonic Testing – Thickness Measurement (UTTM) Level 2 (ISO 20807)	Examination is under CSWIP <input type="checkbox"/> or PCN <input type="checkbox"/>
<input type="checkbox"/>	Radiographic Interpreter (RI) Level 2 (ISO 9712)	Examination is under CSWIP <input type="checkbox"/> or PCN <input type="checkbox"/>
<input type="checkbox"/>	BGAS Painting Inspector Grade 2 and Site Coating	Examination is under BGAS-CSWIP scheme
<input type="checkbox"/>	BGAS Site Coating Inspector	Examination is under BGAS-CSWIP scheme
<input type="checkbox"/>	CSWIP Welding Procedure Review to ASME IX	Examination is under CSWIP scheme

Section 1b: Bootcamp (Please select 1 bootcamp)

B2	<input type="checkbox"/>	Time of Flight Diffraction (TOFD) Level 2 (ISO 9712)	Examination is under CSWIP <input type="checkbox"/> or PCN <input type="checkbox"/>
B3	<input type="checkbox"/>	Phased Array UT (PAUT) Level 2 (ISO 9712)	Examination is under CSWIP <input type="checkbox"/> or PCN <input type="checkbox"/>
B4	<input type="checkbox"/>	Alternating Current Field Measurement (ACFM) Level 2 (ISO 9712)	Examination is under CSWIP scheme
B5	<input type="checkbox"/>	Eddy Current Testing (ET) Level 2 (ISO 9712)	Examination is under CSWIP <input type="checkbox"/> or PCN <input type="checkbox"/>
B6	<input type="checkbox"/>	Ultrasonic Testing (UT) Level 2 (ISO 9712)	Examination is under CSWIP <input type="checkbox"/> or PCN <input type="checkbox"/>
B7	<input type="checkbox"/>	Radiographic Testing (RT) Level 2 (ISO 9712) (Including Basic Radiation Safety (BRS))	Examination is under CSWIP <input type="checkbox"/> or PCN <input type="checkbox"/>

Section 1c: Bootcamp 8 (Please select up to 2 items)

Bootcamp 8	IIW Diploma	<input type="checkbox"/> Foundation (specialist) level	<input type="checkbox"/> Intermediate (technologist) level	<input type="checkbox"/> Advanced (engineering) level
	<input type="checkbox"/> Welding Processes and Equipment	<input type="checkbox"/> Material and their Behavior	<input type="checkbox"/> Practical Welding Technology	
	<input type="checkbox"/> Advanced Welding Processes and Equipment	<input type="checkbox"/> Fabrication and Application	<input type="checkbox"/> Design and Construction module	

Section 1d: Bootcamp 9 (Please select basic and 1 main method or where basic is held 2 main methods may be selected)

Bootcamp 9	NDT Basic and NDT L3 method (ISO 9712)									
	<input type="checkbox"/> NDT Basic required	Both Basic and L3 method examination shall be under the same scheme CSWIP <input type="checkbox"/> or PCN <input type="checkbox"/>								
	NDT L3 Method required	<input type="checkbox"/> MT	<input type="checkbox"/> PT	<input type="checkbox"/> VT	<input type="checkbox"/> RT	<input type="checkbox"/> UT	<input type="checkbox"/> PAUT	<input type="checkbox"/> TOFD	<input type="checkbox"/> ET	<input type="checkbox"/> ACFM
	<input type="checkbox"/> Any other	Please specify:								

Section 2: Industrial experience

2a: Welding inspection (WI) Precertification experience

This part of enrolment form must be completed by all candidates enrolling for the CSWIP Welding Inspection trainings and examinations

Pre-certification experience

CSWIP Welding Inspection Scheme document stipulates the minimum requirements on the industrial pre-certification experience. Compliance with these requirements is an essential part of the eligibility criteria. Please refer to the latest version of the scheme document published on the CSWIP website.

Please tick relevant box (this must be signed and verified by an employer/third party)

VWI (3.0)	Although there is no specific experience requirement it is recommended that candidates possess a minimum of six months' welding related engineering experience and two years industrial experience.	
WI (3.1)	<input type="checkbox"/>	Welding Inspector for a minimum of 3 years with experience related to the duties and responsibilities listed in Clause 1.2.2 under qualified supervision, independently verified.
	<input type="checkbox"/>	Certified Visual Welding Inspector for a minimum of 2 years with job responsibilities in the areas listed in 1.2.1 and 1.2.2.
	<input type="checkbox"/>	Welding Instructor or Welding Foreman/Supervisor for a minimum of 1 year.
SWI (3.2.1)	<input type="checkbox"/>	Certified Welding Inspector for a minimum of 2 years with job responsibilities in the areas listed in 1.2.1, 1.2.2 and 1.2.3.
	<input type="checkbox"/>	5 years' authenticated experience related to the duties and responsibilities listed in Clause 1.2.3, independently verified.
	<input type="checkbox"/>	A current valid CSWIP 3.1 Welding Inspector with 10 year's documented experience related to the duties and responsibilities or an international equivalent.
ASME IX	<input type="checkbox"/>	Hold current valid Senior Welding Inspector or international equivalent.
	<input type="checkbox"/>	Certified Welding Inspector with five years relevant verified work experience or international equivalent
	<input type="checkbox"/>	A HNC in Welding Fabrication
	<input type="checkbox"/>	Working in quality control function related to welding activities with five years of verified working experience (this could relate to a CSWIP WI (3.1) holder

Please give a detailed statement of how you meet the requirements (this must be signed and verified by an employer/third party)

2b: CSWIP NDT Industrial experience

This part of enrolment form must be completed by all candidates enrolling for the CSWIP NDT trainings and examinations

Industrial experience

Experience is not an essential pre-requisite for examination. However, if such evidence is available at the time of examination, it should be provided direct to the Examination Centre. Experience satisfying the requirements detailed in CSWIP documents may be gained following examination. Once evidence of experience satisfying these requirements is accumulated, it should be sent to Customer Services. Please use the form **NDT 15A** (CSWIP).

2c: PCN NDT Industrial experience

This part of enrolment form must be completed by all candidates enrolling for the PCN NDT trainings and examinations

Industrial experience

PCN candidates are requested to complete this enrolment form and additionally PCN dedicated enrolment forms, on which the experience needs to be confirmed. Please contact your Training Centre administrator for further information.

2d: BGAS Industrial experience

This part of enrolment form must be completed by all candidates enrolling for the CSWIP-BGAS trainings and examinations

Pre-certification experience

CSWIP and BGAS Scheme documents stipulates the minimum requirements on the industrial pre-certification experience. Compliance with these requirements is an essential part of the eligibility criteria. Please refer to the latest version of scheme document published on the CSWIP website. Please contact TWI Customer Services for advice on relevant forms and documentation required.

2e: IIW Diploma requirements

This part of enrolment form must be completed by all candidates enrolling for the IIW Diploma trainings and examinations

Please contact TWI Customer Services for advice on relevant forms and documentation required.

Section 3: Candidate's declaration (to be completed in full by all applicants)

I understand that TWI Ltd and its associated trading companies (and companies, organisations, or agents processing data on its behalf) will hold and use personal data supplied by me for administration purposes as per GDPR requirements. In case of EU PED certification your data will be shared with the awarding body (see section 4 of this enrolment).

I agree to read the Health & Safety and Security information provided by TWI and to abide by the guidance given.

I understand that occasionally images of training and examinations are taken by TWI for publicity and other purposes and that permission for my inclusion in such material is implied unless I make it known to Customer Services at registration that I do not wish to feature.

I confirm that I have read and comply with the pre examination entry requirements as laid down in the latest version of CSWIP Requirement Documents (available on CSWIP website) and understand that any fraudulent claim may result in the retraction of any certificate issued. I have read and understood the documentation issued by the scheme management that is relevant to the examination for which I am applying and declare that I satisfy those criteria covering vision, training and experience.

I accept responsibility for any examination fees in the event of non-payment by the sponsor. I agree to abide by the requirements for certification as relevant to the examination for which I am applying. In particular I agree to comply, if applicable, with the CSWIP rules on use and misuse of certificates and on professional conduct (see www.cswip.com).

I understand that any appeal against an exam result must be received within six months of the exam date.

I confirm that I received the Skills Boot camps Privacy Notice

I confirm I'm aware of the whistle-blower / complaint helpline which is available on the following link:
https://form.education.gov.uk/service/Contact_the_Department_for_Education

I agree to provide any additional documents and information required by examination body to support my enrolment.

I understand that any false statement may result in the examination being invalidated.

In the event of cancellation by you, the event fee and the accommodation fee (if applicable) will be returned less a cancellation charge of 20%. If less than 14 days' notice is given by you, TWI reserves the right to retain the whole fee. TWI reserves the right to cancel the event in case of insufficient registration or illness of lecturers. TWI will ensure maximum possible notice is given to the attendees and reserves the right to substitute lecturers and modify the course details as required.

By signing this Enrolment form I confirm complete acceptance of the TWI Ltd Terms and Conditions of Training, copy available on request.

Candidate's Signature:

Date

(Handwritten signature or Image of signature – typed signatures are not accepted)

Section 8: Verification (to be completed in full by all applicant's verifier)

Verification is an essential part of the exam eligibility process, and the verification contact details provided by the candidate will only be used to complete the exam eligibility process. The verifier will not be contacted by TWI for any marketing or promotional purposes, and their details will not be shared to any party outside TWI or CSWIP certification body.

Verifier details

Name (in capitals): _____

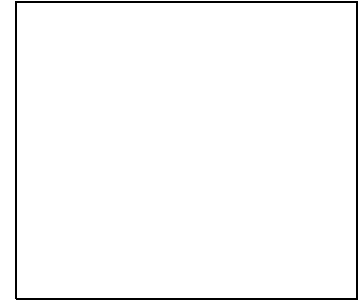
Company & position: _____

Professional relation
to the candidate: _____

Telephone no.: _____

Email Address: _____

Date: _____



Authenticated Company Stamp

Verifier's declaration:

To the best of my belief, the candidate's statement given above is correct at the time of signing

Verifier's Signature (employer's or equivalent)



(Handwritten signature or Image of signature – typed signatures are not accepted)

Bootcamp Enrolment – appendix 1

Candidate's declaration

Please select your Skills Bootcamp:

I confirm that I have received information, advice and guidance concerning the Skills Bootcamp entitled delivered by TWI Ltd. This included information about the course, its entry requirements, the expected workload of the course, number of guided learning hours (both taught and self-learning) and the support* available to me

**for example, using a coaching and mentoring approach, from programme application stage, during, and post programme, to move people into jobs/new roles and opportunities. This should include upfront screening of applicants, soft skills (or work readiness) training to support the occupational skills training, vacancy/role/opportunity identification, providing pastoral services to help participants complete the Skills Bootcamp and follow-up services to participants and employers to support job placement mentorship, pastoral support) and high-quality advice and guidance to support the learner into a positive employment outcome (for example, CV writing support, mock interview).*

I am clear what I will achieve by completing this Skills Bootcamp and agree to attend an interview with an employer (for a job using relevant skills gained from the Skills Bootcamp) arranged for me by TWI Ltd (unless I am self-employed, or learning with the support of my existing employer and they are contributing to the cost).

I confirm that this is the only Skills bootcamp course that I have enrolled on during the current financial year (1st April 2022)

Where I am enrolling for a fully funded place on a Skills Bootcamp (i.e. not co-funded by my employer), **I confirm** that my employer has not asked me to enroll.

I agree to provide **all** data and information requested by the provider on behalf of the Department for Education (DfE) to inform evaluation of the Skills Bootcamps programme and I confirm that the information I supply will be true and correct to the best of my knowledge. This includes my income information before the Skills Bootcamp and afterwards when I achieve a positive outcome.

I understand that TWI Ltd has the right to cancel my enrolment if it is found that I have provided false or inaccurate information.

I agree that this information can be used to process my data for contractual requirements, in particular to the disclosure of all the data on this form or otherwise collected about me to the DfE for the purposes noted in the Privacy Notice (the latest version of privacy notice and privacy Q & A is attached).

I also agree with the below points relating to my chosen programme. **I will:**

Take appropriate responsibility for my own learning, development and progression.

Attend and participate in the training required to successfully complete the Skills Bootcamp.

Promptly inform TWI Ltd and employer if applicable, if any matters or issues arise, or might arise, that will, or may, affect my learning, development and progression.

Respond to and engage with follow-up communications from TWI Ltd following completion of the training component of a Skills Bootcamp, and during the next six months, to record progression as a result of the course.

Take responsibility to share evidence requested by TWI Ltd to allow TWI Ltd prove the effectiveness of this Skills Bootcamp to DfE.

I am accepting the conditions as stated above.

Name:

Date:

Signature:

If you are not satisfied with any aspect of your Skills Bootcamp and wish to raise a complaint you should do so in the first instance with TWI Ltd by emailing skillsbootcamp@twi.co.uk with full details of your issue. If you are not satisfied with how your complaint has been dealt with you may write to DfE through their Whistleblowing and Complaints process.

Whistleblowing involves entering a 'whistleblowing' webform on the 'Contact the Department for Education' page, which can be found here: [Contact the Department for Education - DfE Online Forms](#)

Whistleblowing submissions for Skills Bootcamps must be clearly marked 'Skills Bootcamps'. They will be submitted via the DfE's whistleblowing submission process and will be escalated to the DfE Skills Bootcamps policy team for response.

Skills Bootcamps - Privacy Notice - Employers

Privacy Notice for Skills Bootcamps (for contracted lead suppliers and delivery partners) FINAL 15 February 2022

1. Purpose

This privacy notice explains how data containing your personal information is collected on behalf of the Department for Education 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 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.

2. Who we are

For the purposes of relevant data protection legislation, the Department for Education (DfE) is the data controller for personal information processed.

This means that DfE sets out for contracted suppliers 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 suppliers contracted to DfE 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 suppliers to confirm to DfE that they have secured your agreement to collect and share your data and to allow DfE 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 participants 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 DfE pays the correct amount of funding on each payment milestone to suppliers. 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 employers (from April 2023 for any new contracts, this 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 in order to pay the correct (reduced amount) to the supplier.

d. Quality checking

A 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 suppliers are delivering the quality we expect. This is especially important as Skills Bootcamps is a new programme and not yet under the Ofsted inspection regime.

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 including surveys and interviews as part of the process and impact evaluation and User Centred Design interviews and processes.

We are collecting data on Skills Bootcamp employers to help the DfE 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.

We may also request your participation in interviews and surveys as part of the evaluation of the programme.

g. 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 only the minimum level of data required. In order 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 DfE 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.

DfE (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 sometimes need to make personal data available to other organisations. These include contracted partners whom we may employ to process your personal data on our behalf and/or

other organisations (with whom we need to share your personal data for specific purposes, including research and evaluation).

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 DfE 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 will be kept for a maximum of 20 years. We will conduct reviews every 5 years to test if it necessary to still retain this data. For qualitative interviews, DfE (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 by DfE, you can notify the department 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 how the DfE handles personal information is published here: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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'.

For further information and how to request your data, please use the '[contact form](#)' in the Personal Information Charter at: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> under 'How to find out what personal information we hold about you' section.

Further information about your data protection rights appears on the Information Commissioner's website at: [Individual rights | ICO](#).

Contact Info:

If you have any questions about how your personal information will be used, please contact us at <https://www.gov.uk/contact-dfe> and enter Skills Boot Camp as a reference. For the Data Protection Officer (DPO) please contact us via [gov.uk](https://www.gov.uk) and mark it for the attention of the 'DPO

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated February 2022.



Skills Bootcamps - Privacy Notice - individuals

Privacy Notice for Skills Bootcamps

Who we are

This privacy notice explains how we collect and use your personal information for the purposes of evaluating the Employer Led Training Initiatives/Skills Bootcamps. This data is being collected by the DfE for the National Skills Fund.

For the purposes of relevant data protection legislation, the Department for Education (DfE) is the data controller for personal information processed for this research. More information about how the DfE handles personal information is published here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

Why we collect your personal information

We are collecting data on Skills Bootcamp applicants, candidates, and participants to help the DfE 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. This data also helps us check if the people who are on the course do complete the course and ensures that the correct amount of funding is paid.

The nature of your personal data we will be using

As part of the data collection we are asking for your personal data;

- national insurance number,
- first name,
- surname,
- postcode and
- date of birth
- education and qualifications information
- earnings and employment information
- benefits information
- caring responsibilities

The special category data we will be processing includes:

- gender
- disability and
- ethnicity

As part of our work to evaluate the effectiveness of Skills Bootcamps in supporting people to gain employment and higher incomes we will link this data to records on education and training, income, employment and benefits which are held by the Department for Education, the Department of Work and Pensions and Her Majesty's revenue and customs. This is to evaluate the programme's overall impact. For more information on this, please look at our supplementary materials.

Our legal basis for collecting your personal information.

We collect personal information only where we need to and law permits. In order for our use of your personal data to be lawful, we need to meet conditions in the data protection legislation. For the purpose of this programme, the relevant condition(s) that we are meeting are:

1. Article 6 (1)(e): It is necessary to collect data from users in order to effectively access the service and to evaluate outcomes of the service. The legal basis is public task and the legal gateway is Section 87 of the Education and Skills Act 2008.
2. Article 6 (1)(f): It is necessary to collect data from users as the processing is necessary for the organisation's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's individual data that overrides those legitimate interests.

And for the processing of special category data:

3. Article 9(2)(g) of the GDPR, and Schedule 1, Part 2 paragraph 8 of the Data Protection Act 2018: to ensure equality of opportunity or treatment.

We may request your participation in interviews and surveys as part of the evaluation of the programme. We may request your participation to make checks to ensure that the correct amount of funding is paid.

How we use your personal information

Personal information collected from research participants is treated as confidential and collected for research purposes contract management assurance purposes and to prevent the risk of fraud. Any information shared publicly will be anonymised so you cannot be identified.

DfE (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 you individualized data will be identified.

How long we will keep your personal data

We will keep your personal data in its original format for a maximum of 3 years, after which point it will be securely destroyed. A pseudonymised version of your personal data to be used for research purposes will be kept for a maximum of 20 years. We will conduct reviews every 5 years to test if it necessary to still retain this data. For qualitative interviews, DfE (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.

Who we will make your personal data available to

We sometimes need to make personal data available to other organisations. These include contracted partners whom we may employ to process your personal data on our behalf and/or other organisations (with whom we need to share your personal data for specific purposes). We plan to track participants' longer-term outcomes through links to administrative data held by DfE, DWP and HMRC.

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 who will:

- analyse your personal data on behalf of DfE to evaluate digital skills bootcamp provider and participant outcomes, to contribute to improving the next wave of provision.
- follow up with you directly to invite you to take part in qualitative interviews or a survey to understand your experience of participating in the Skills Bootcamps. Participation in surveys and/or interviews is voluntary and you can opt out by requesting this from our 3rd party contractor.

Request to access, rectify or erase your information

This service is optional for individuals to use. As part of the public task and legitimate interest purposes we collect personal information and use this to link to government administrative records on income, employment and benefits. If participants decide they do not want their data used on an ongoing basis for research they can notify the department and withdraw from the training. No further data will be collected/linked on that individual beyond that point.

Our privacy notices make clear how data is processed once it is received by the Department. Special category data collection will include a 'prefer not to say' option, this means that the individuals have the free will to choose whether to provide it or not.

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'.

Your data protection rights;

- The right to access: you are entitled to ask if we hold information relating to you and ask for a copy by making a “subject access request.”
- The right to rectification: you have the right to request to correct any information you believe is inaccurate.
- The right to erasure: you have the right to request for your information to be erased, under certain circumstances.
- The right to restrict processing: you have the right to request that DfE restricts the processing of your personal data, under certain circumstances.
- The right to object to processing: you have the right to object to DfE’s processing, under certain circumstances.
- The right to data portability: You have the right to move your personal data to another data controller

For further information and how to request your data, please use the ‘[contact form](#)’ in the Personal Information Charter at: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> under ‘How to find out what personal information we hold about you’ section.

We will respond to your request within one month of receiving it. If your request is complex we may extend the period by a further 2 months but will let you know we are doing this.

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/>

For further information about this Privacy Notice or queries about how DfE handles your personal information, please contact our Data Protection Officer at [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education) or write to our postal address : Department for Education
Sanctuary Buildings, Great Smith Street, LONDON, SW1P 3BT