



Department
for Education

Privacy Notice: Auditing of Qualifications of Non-Medical Help Support Workers funded through Disabled Students' Allowances

Who we are

This work is being carried out by the Disabled Students' Allowances (DSAs) team, which is a part of the Department for Education (DfE). For the purpose of data protection legislation, the DfE and the Student Loans Company (SLC) are the data controllers for the personal data processed as part of auditing the qualifications of non-medical help (NMH) providers for support funded through DSAs.

How we will use your information

Information on support workers who have carried out DSA-funded NMH sessions which you provide to SLC as part of the invoicing process (for example, on timesheets) will be processed to enable DfE to carry out checks on the qualifications of those support workers.

The nature of your personal data we will be using

We will be taking the names of support workers who have recently carried out DSA-funded NMH sessions and asking their employer / the NMH provider who has allocated them to that role (or the support worker themselves, in the case of a sole trader) to provide evidence of their qualifications.

Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant condition that we are meeting is: (f) 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.

Who we will make your personal data available to

We sometimes need to make personal data available to other organisations. These might include contracted partners (who we have employed to process your personal data on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes).

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation. For the purpose of this project:

- We may need to share your data with the Student Loans Company (SLC) in order to investigate further any issues arising as a result of the audit.
- In cases where suppliers deliver support both to students funded by Student Finance England (SFE) and to students funded by Student Finance Wales (SFW), DfE and Welsh Government officials may discuss findings and agree joint actions to take if needed and as appropriate.

How long we will keep your personal data

We will only keep your personal data for as long as we need it for the purpose(s) of this piece of work, after which point it will be securely destroyed. Please note that, under Data Protection legislation, and in compliance with the relevant data processing conditions, personal data can be kept for longer periods of time when processed purely for archiving purposes in the public interest, scientific or historical research, and statistical purposes.

Your data protection rights

Under certain circumstances, you have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you need to contact us regarding any of the above, please do so via the DfE site at: <https://www.gov.uk/contact-dfe>.

Further information about your data protection rights appears on the Information Commissioner's website at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Disabled Students' Allowances team at DfE on nmh.audit@education.gov.uk and state the name of this project.

Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

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 in August 2020.

Contact Info:

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