

Apprenticeship Certificates England

PERMITTED DATA USE POLICY

Introduction

A number of different organisations are involved in the Apprenticeship Certificates England or “ACE” programme, which has been introduced as a result of the Apprenticeship Skills (Children and Learning) Act 2009 (as amended) (the “Act”) (and such programme, the “ACE Apprentice Programme”) and as part of their involvement they will be provided with and / or have access to the personal details and other information of apprentices involved with the ACE Apprentice Programme (“Apprentices”), as set out below in this policy, (such personal details and information, the “ACE Data”). It is important that all such access and use of such ACE Data is clear for all parties concerned (including the Apprentice) to ensure that all parties adhere to responsible data management as well as have the proper authorisations in place to access and use such ACE Data.

Please take the time to read this policy carefully because your online access to the Apprenticeship Certificates England or “ACE” online system (available at acecerts.co.uk) (“ACE Online”) is subject to you adhering to this policy.

Who are the key parties involved?

The ACE Apprentice Programme and ACE Online is administered by the Federation for Industry Sector Skills and Standards (company registration no. SC175918) (FISSS). See www.fiss.org for more details.

For the purposes of this policy, FISSS and its members and their respective associates, sub-contractors and successors, and all relevant participants in the ACE Online service shall be collectively referred to as the “FISSS Group” and each shall be a “FISSS Group Member”.

Amendments to this policy

This policy shall only be amended with the prior approval of FISSS. Please note that where this policy is amended (which may take place from time to time) FISSS shall give at least 4 weeks’ notice on its website after which time all users of the ACE Online shall be deemed to have consented to the relevant amendment to this policy.

Collection of ACE Data

Various information requires to be provided by an Apprentice in relation to his or her apprenticeship under the ACE Apprentice Programme. This information includes (without limitation):

- Name
- Address
- Date of Birth
- Gender
- Whether a disability applies
- Ethnicity
- Name of Employer

Such information (the “ACE Data”) is normally provided by employer or learning provider of the Apprentice. The employer or learning provider in turn provides this to FISSS Group Members as part of the ACE Apprentice Programme. In particular the Apprentice Data will be uploaded onto the ACE Online system. ACE Online can be accessed by a variety of parties as noted below.

Please also note that for any Apprentices who apply for a funded apprenticeship this may require additional personal data about the Apprentice to be provided to various public authorities and awarding bodies in connection with the application and processing of the funded apprenticeship. Please note that FISSS is not responsible for the data management practices of such public authorities and awarding bodies in connection with the application and processing of funded apprenticeships.

ACE Online

ACE Online is a web based system which has the aim of improving and streamlining services in connection with the ACE Apprentice Programme to provide better value for money and reduce bureaucracy. It is administered by FISSS and has been funded by the United Kingdom Government. Access to ACE Online is restricted and password protected, with passwords being issued by FISSS. If you are aware of any unauthorised access to the ACE Online you must let FISSS know immediately.

ACE Online has three main user groups:

1. Sector Skills Councils and Sector Skills Bodies;
2. Learning providers and employers; and
3. Funding agencies.

Other relevant user groups may be permitted from time to time to access and use ACE Online provided FISSS consents in writing in advance to such user group and the proposed use of ACE Data. Please note that such relevant user shall require to enter into a written contract with FISSS to ensure that the relevant user complies with responsible data management practices.

Sector Skills Councils /Sector Skills Bodies and learning providers / employers are allocated an individual area of the ACE Online site to record information about Apprentices. Users of ACE Online are not able to access or share information recorded by another user. Sector Skills Councils will be able to extract management and statistical information framework registration and certification rates for construction frameworks both nationally and regionally, helping to identify gaps in provision. Funding agencies will not be able to access individual Apprentice personal records. However, these agencies will be able to interrogate the ACE Online database on an aggregate basis to establish if and when an Apprentice candidate has been issued with a certificated under the ACE Apprentice Programme.

In particular, FISSS is permitted to aggregate ACE Data to produce non-personal information that seeks to highlight general trends in relation to the ACE Apprentice Programme.

Please note that access to ACE Online is also made available to various IT companies to assist with the sub-contracted hosting, maintenance and security of the ACE Online service and system.

ACE Data Use & Sharing

Please note that ACE Data may be disclosed and used by FISSS Group Members and other relevant parties noted in this policy from time to time to (i) properly process, administer and issue certificates to Apprentices, (ii) administer the ACE Apprentice Programme generally (which includes the administration of the ACE Online system and the uses referred to in this policy as well as the use of ACE Data in relation to the provision of any help desk function and the dealing of any queries or complaints), and (iii) enable Apprentice records (including those held via ACE Online) to be validated and checked for various uses (including without limitation statistical analysis).

Please note that ACE Data will be held on computer and possibly also in manual form. Given the nature of ACE Online, the use of the Internet (including but not limited to email and use of the FISSS website) and common practice of out-sourcing, in delivering the ACE Apprentice Programme generally, ACE Data will inevitably be transmitted on a global basis (including the transfer of ACE Data to countries outside of the European Economic Area). By acceptance of this policy you consent to ACE Data being transferred outside of the European Economic Area as part of the proper use, administration and delivery of the ACE Apprentice Programme.

FISSS will not share ACE Data with a third party unless (i) such disclosure or use is permitted in this Privacy Policy, (ii) the relevant Apprentice agrees to such disclosure or use, (iii) such disclosure or use is required by FISSS as part of its statutory functions and obligations under the Act, or (iv) such disclosure or use is required by law (including without limitation under the Act).

Data Protection Act

Under the laws in the United Kingdom, individuals are entitled to receive a copy of personal data about them, which is held by or on behalf of FISSS upon payment of the appropriate fee. Individuals are also entitled to require the correction of any such personal data that is inaccurate or not up-to-date. If you wish to exercise any of these statutory rights, please write to FISSS, at the address below, stating your name and address and providing any relevant information.

Federation for Industry Sector Skills and Standards
101 George Street
Edinburgh
EH2 3ES

Cookies

Some websites use “cookies” which are text only strings of information that the website you are visiting transfers to the cookie file of the browser on your computer. Their purpose is to identify users and to enhance the user’s experience by customising web pages. A cookie will usually contain the name of the domain from which the cookie has come, an expiry date for the cookie, and a value, which is usually a random generated unique number. For more information about how to manage and disable cookies visit <http://www.allaboutcookies.org/>.

The following undernoted types of cookies are used on the acecerts.co.uk website and you hereby consent to the use of such cookies:

Cookie	Name	Purpose	More information
Google Analytics	_utma _utmb _utmc _utmz	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.	Click here for an overview of privacy at Google
PHP Session Cookie	ci_session	PHP session ID This cookie is set when a session begins and will expire when the session ends. No personal data is obtained.	

You may delete and block all cookies from this site, but parts of the site will not work, and your browsing experience may be impaired; in addition, you may be unable to navigate the site properly.
We hold no actionable, personal information about you in cookies and never use or sell it commercially.

Governing law and jurisdiction

This policy is governed by the laws of England and Wales and shall be subject to the non-exclusive jurisdiction of the English Courts.