Medr

Y Comisiwn Addysg Drydyddol ac Ymchwil
Commission for Tertiary Education and Research

LLWR Enrolment form including privacy notice

2025/26

Mae'r ddogfen hon hefyd ar gael yn y Gymraeg |
This document is also available in Welsh
www.medr.cymru

Noddir gan
Lywodraeth Cymru
Sponsored by
Welsh Government

Medr
Y Comisiwn Addysg Drydyddol ac Ymchwil
Commission for Tertiary Education and Research

Enrolment form

Learner Data														
LN01	Unique learner identifier (ULI)	L	n	n	n	n	n	n	n	n	n	n	n	n
This will be blank on submission except for returning learners. Where a learner returns use the same ULI														
LN02	Learner identifier with provider (max 20 characters)													
Where a learner returns use the same LN02														
LN03	Provider identifier	L	N	n	n	n	n	n	n					
LN04	Learner surname / family name (max 40 characters)													
LN05	Forename(s) (max 40 characters)													
Enter FULL forenames, for example someone known as "Sam" whose full name is Samantha Julia or Samuel Robert should put his/her full names in this box. This helps with the matching process.														
LN06	Address 1													
LN07	Address 2													
LN08	Address 3													
LN09	Address 4													
LN10	Address 5													
LN11	Home postcode - current													
LN12	Telephone number (including STD code)	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n
LN13	National insurance number													(Compulsory for ACP)
LN22	Unique learner number (ULN)	n	n	n	n	n	n	n	n	n				n
LN22 is Mandatory for all learners (except ACL) who start a programme on or after 1 August 2011														
LN14	Surname on 16th birthday (max 40 characters)													
LN15	Date of birth	d	d	m	m	y	y	y	y					
N/A	Learner Email Address													
Please note this field is only mandatory for JGW+ Learners														

LN16	Gender	Female	☐
		Male	☐
		Other	☐

LP80	Caring responsibilities	**0** Primary Carer of a child/children (Under 18) and Primary Carer of a disabled adult (18 and over) and Primary Carer of older person/people (65 and Over)	☐
		1 Primary carer of a child/children (under 18)	☐
		2 Primary carer of disabled adult (18 and over)	☐
		3 Primary carer of older person/people (65 and over)	☐
		4 No caring responsibilities	☐
		5 Information refused	☐
		6 Primary Carer of a child/children (Under 18) and Primary Carer of a disabled adult (18 and over)	☐
		7 Primary Carer of a child/children (Under 18) and Primary Carer of older person/people (65 and Over)	☐
		8 Primary Carer of a disabled adult (18 and over) and Primary Carer of older person/people (65 and Over	☐
		9 Not known	☐
LP78	Household status	**01** Living in a jobless household	☐
		02 Living in a jobless household with dependent children	☐
		03 Living in a single adult household with dependent children	☐
		04 Homeless or affected by housing exclusion	☐
		05 Any other household	☐
		06 Information refused	☐
		07 Living in a single adult household	☐
		99 Not known	☐
LP08	Country of domicile		

LN20	School last attended	S							
LN21	Year left school	y		y		y		y	

Please only include **school**, not further education institution, training provider or adult community learning provider

LN18	National identity	**WAL** Welsh	☐
		ENG English	☐
		SCO Scottish	☐
		IRE Irish	☐
		BRI British	☐
		BNO British National of Hong Kong	☐
		OTH Other	☐
		NKN Not known / not required	☐
		NOR No response	☐

LN17	Ethnic Origin	**12** Welsh/English/Scottish/Northern Irish/British	☐
		13 Irish	☐
		14 Gypsy or Irish Traveller	☐
		15 Any other White Background	☐
		21 Black – Caribbean	☐
		22 Black – African	☐
		29 Other Black background	☐
		31 Asian – Indian	☐
		32 Asian – Pakistani	☐
		33 Asian – Bangladeshi	☐
		34 Chinese	☐
		39 Other Asian background	☐
		41 Mixed - White and Black Caribbean	☐
		42 Mixed - White and Black African	☐

		43 Mixed - White and Asian	☐
		49 Other Mixed background	☐
		50 Arab	☐
		80 Other Ethnic background	☐
		90 Information refused	☐
		99 Not known	☐

LP23	Welsh speaker indicator	**1** Fluent Welsh speaker	☐
		2 Welsh speaker not fluent	☐
		3 Not Welsh speaker	☐

LP67	Level of highest Welsh Language qualification achieved prior to learning programme (✓please tick **ONE** box only)	**Welsh Second Language**	
		0 Welsh Second Language: Pre Entry Level/no qualification	☐
		1 Welsh Second Language qualification: Entry Level	☐
		2 Welsh Second Language qualification: Level 1 e.g. GCSE D-G	☐
		3 Welsh Second Language qualification: Level 2 e.g. GCSE A*-C	☐
		4 Welsh Second Language qualification: Levels 3 and above e.g. AS, A level	☐
		Welsh First Language	
		5 Welsh First Language: Pre-Entry level/no qualification	☐
		6 Welsh First Language qualification: Entry Level	☐
		7 Welsh First Language qualification: Level 1 e.g. GCSE D-G	☐
		8 Welsh First Language qualification: Level 2 e.g. GCSE A*-C	☐
		9 Welsh First Language qualification: Level 3 and above e.g. AS, A level	☐
		A Continuing Learner (earliest activities prior to 2013), previous entries on LP23 apply	☐

LP30	Primary type of disability and /or learning difficulty	**21** Vision impairment	☐
		22 Hearing impairment	☐
		23 Physical and /or medical difficulties	☐
		24 Behavioural, emotional and social difficulties	☐
		25 Multi-sensory impairment	☐
		26 Autistic spectrum disorders	☐
		27 Speech, language and communication difficulties	☐
		28 Moderate Learning Difficulties	☐
		29 Severe Learning Difficulties	☐
		30 Profound and Multiple Learning Difficulties	☐
		32 SPLD - Dyslexia	☐
		33 SPLD – Dyscalculia	☐
		34 SPLD – Dyspraxia	☐
		35 SPLD – Attention Deficit Hyperactivity Disorder	☐
		91 Does not apply	☐
		92 Learner considers himself or herself to have a learning difficulty and/or disability but the type is not known/ not declared	☐
		96 Information refused	☐

LP76	ALN indicator	**0** Learner does not have additional learning needs(ALN)/not required	☐
		5 Learner is receiving additional learning support but ALS funding is not utilised	☐
		6 Learner is receiving additional learning support for which ALS funding is utilised	☐

LP90	Individual Development Plan Indicator	**0** Learner does not have a learning difficulty or disability/not required.	☐
		1 Learner has a learning difficulty or disability but does not have ALN.	☐
		2 Learner has ALN and an IDP maintained by the FEI	☐

		3 Learner has ALN and an IDP maintained by a local authority	☐
		4 Learner has ALN but has declined an IDP	☐

LP56	Work-limiting health condition	**1** Learner has confirmed a work-limiting health condition	☐
		2 Learner has confirmed no work-limiting health condition	☐
		8 Information refused	☐
		9 Not applicable **(not ACP)**	☐

LP89	Essential Skills Dispensation Indicator	**1** The learner has received a dispensation on essential skills English	☐
		2 The learner has received a dispensation on essential skills Maths	☐
		3 The learner has received a dispensation on essential skills Maths and English	☐
		4 A Null entry represents no dispensation (this won't be included in the lookup)	☐

LP22	Level of highest qualification achieved prior to learning programme (✓please tick **ONE** box only) For learners who do not have any formal qualifications use code "0"	**0** Pre-entry level	☐
		E CQFW Entry Level	☐
		1 CQFW Level 1 (e.g. QCF Level 1 / GCSE D-G)	☐
		2 CQFW Level 2 (e.g. QCF Level 2 / GCSE A*-C)	☐
		3 CQFW Level 3 (e.g. QCF Level 3 / A level)	☐
		4 CQFW Level 4 (e.g. HE Certificate / HNC)	☐
		5 CQFW Level 5 (e.g. HE Intermediate)	☐
		6 CQFW Level 6 / HE Honours Degree	☐
		7 CQFW Level 7 / HE Masters Degree	☐
		8 CQFW Level 8 / HE Doctorate	☐
		9 Not known / not required **(not ACP)**	☐

Learning Programme Data																	
LP04	Learning programme identifier (NB last eight chars = start date of programme)																
LP73	Programme start date	d	d	m	m	y	y	y	y								
LP77	Expected programme end date	d	d	m	m	y	y	y	y								
LP74	Learning programme code																
LP75	Learning programme reference used by the provider																
LP69	Estimated Centre Based Hours																
LP71	Actual Centre Based Hours																
LP70	Estimated Work Based Hours																
LP72	Actual Work Based Hours																
LP09	Postcode (at start of learning programme)																

LP10	Unitary authority code				
LP84	Expected Asynchronous Hours				
LP86	Actual Asynchronous Hours				
LP85	Expected Synchronous Hours				
LP87	Actual Synchronous Hours				
LP88	Welsh Medium Delivery indicator				

LP11	Employment status at start of programme	**1** Employed (excluding self-employed)	☐
		4 Not known	☐
		5 Self Employed	☐
		6 Economically inactive (excluding full time education and training)	☐
		7 Full-time education or training	☐
		8 Other (including part-time education or training)	☐
		9 Short Term Unemployed	☐
		0 Long Term Unemployed	☐

LP68	Length of Employment with same employer	**For learners who were recruited as an apprentice by their employer**	
		0 Not employed with same employer prior to commencing learning programme	☐
		For learners who were already employed with their employer prior to enrolling up as an apprentice	
		1 Have been employed in their current job role for less than 3 months	☐
		2 Have been employed in their current job role for 3 months to less than 6 months	☐
		3 Have been employed in their current job role for 6 months to less than 12 months	☐
		4 Have been employed in their current job role for 12 months or more	☐
		For all other learners	
		9 Not applicable	☐

LP60	Migrant worker indicator (✓please tick **ONE** box only)	**1** Learner is a migrant worker (EU)	☐
		2 Learner is a migrant worker (non-EU)	☐
		3 Learner is not a migrant worker or refugee	☐
		4 Learner is a refugee	☐
		8 Information refused	☐
		9 Not applicable **(not ACP programmes)**	☐

LP61	Hours worked per week	n	n	n					
LP63	Subcontractor delivering programme	a	n	n	n	n	n	n	n
LP81	Second Tier Subcontractor	a	n	n	n	n	n	n	n
LP66	Sector framework code 2011	n	n	n	n	n			
LP17	Type of learning programme	n	n						

LP28	Major source of fees	n	n		
LP51	Special programme funding rules				**000 Not required or Valid codes as determined by Welsh Government Learner Provision Team**

New Employers Dataset			
N/A	Employer ID **(if existing)**		
N/A	Employer Name		
N/A	Employer postcode		
N/A	Address 1		
N/A	Address 2		
N/A	Address 3		
N/A	Address 4		
N/A	Address 5		
N/A	SME indicator code	**3** Employer does not meet SME criteria and is a Public Sector organisation	☐
		4 Employer does not meet SME criteria and is a Private Sector organisation	☐
		5 Employer meets SME criteria and is a Public Sector organisation	☐
		6 Employer meets SME criteria and is a Private Sector organisation	☐
		7 Employer meets SME criteria and is a third sector organisation	☐
		8 Employer does not meet SME criteria and is a third sector organisation	☐
N/A	Size of employer (✓please tick **ONE** box only)	**1** 0 – 1 employees	☐
		2 2 – 9 employees	☐
		3 10 – 49 employees	☐
		4 50 – 249 employees	☐
		5 250+ employees	☐
		9 Not applicable (**not ACP**)	☐
N/A	Lower level Standard Industrial Classification 2007 (SIC	n n n n n	
N/A	Apprenticeship Levy Indicator	**01** Yes	☐
		02 No	☐
N/A	Employer Contact surname / family name (max 40 characters)		
N/A	Employer Contact Forename(s) (max 40 characters)		
N/A	Employer Contact Email Address		
N/A	Employer Contact Telephone number (including STD code)	n n n n n n n n n n n n n n n n	
N/A	Employment Period Start Date	d d m m y y y y	
N/A	Employment Period End Date	d d m m y y y y	

N/A	Employment Period Termination Reason	**1** Employment ongoing/Employed when programme terminated	☐
		2 Redundancy	☐
		3 New Job Opportunity	☐
		4 Unknown	☐

Learning Programme Completion data			
LP41	Reason for termination of learning programme	**00** Learning programme continuing	☐
		01 Completion of LP	☐
		02 Failure (before end of LP)	☐
		04 Health reasons	☐
		05 Death	☐
		06 Financial reasons	☐
		07 Other personal reasons leading to drop out	☐
		09 Exclusion/left in bad standing	☐
		11 Other	☐
		12 Transferred to another provider	☐
		13 Transferred to another LP at same provider	☐
		14 Gone into employment related to LP	☐
		15 Gone into other employment	☐
		16 Redundancy	☐
		99 Unknown reason for leaving	☐
LP79	Immediate Destination	**00** Continuing existing programme of learning	☐
		09 Seeking work/unemployed	☐
		13 Voluntary work	☐
		18 Self-employed (including setting up own business)	☐
		15 Progressed to learning with a higher level learning aim (other than higher education) at the same provider or another provider	☐
		16 Further learning at the same level or lower level, at the same provider or another provider	☐
		19 Progressed to higher education (QCF Level 4 or equivalent, or higher), at the same provider or another provider	☐
		20 Other (see notes in LLW manual)	☐
		21 Employed (full-time)	☐
		22 Employed (part-time)	☐
		98 Not applicable (part-time learner)	☐
		99 Not known	☐
LP55	Date terminated learning programme	d d m m y y y y	
	At the start of the Learning Programme, the LP55 should always be defaulted to 31129999 LP55 should be updated on termination of the Learning Programme		

Declaration

UK GDPR – UK General Data Protection Regulation

I can confirm that the Privacy Notice has been made available to me, which explains how my data will be processed

Learner Signature	Name (please print)	Date

Learning Provider Signature	Name (please print)	Date

LP83	Record which version of the privacy notice the learner has seen during this enrolment process		

Lifelong Learning Wales Record (LLWR) Privacy notice Part One (Short Version)

Introduction

The learning programme you are about to enrol on is funded by Medr. Medr is the name for Wales's Commission for Tertiary Education and Research.

Your participation in the programme is dependent on you providing personal data. Under UK General Data Protection Regulation (UK-GDPR), the lawful basis we rely on to process your personal data is Article 6(1)(e) public task where processing is necessary for the performance of a task carried out in the public interest or the exercising of official authority. This allows us to meet our legal duties and administer and monitor the funding we provide. Where you provide special category information, such as ethnicity, this will be processed for reasons of substantial public interest (under Article 9(2)(g)), and for archiving, historical research, and statistical purposes (under Article 9(2)(j)). Under the Data Protection Act 2018 (DPA-2018), special category data is processed under Schedule 1, Part 1, Paragraph 4, for archiving, historical research, and statistical purposes in accordance with Article 84B of the UK GDPR and is in the public interest, and Schedule 1, Part 2, Paragraph 6 for reasons of substantial public interest in the exercise of Medr's statutory functions.

A full list of special category data can be found in Part Two/Full Version of the privacy notice.

Medr will be the data controller for the personal information you provide from 1 April 2026, relating to apprenticeships, junior apprenticeships, further education, and adult community learning.

As your programme is Medr funded, you may be asked by your learning provider to supply additional evidence such as a passport, recent payslip or qualification certificate to verify eligibility.

What will Medr use your information for?

Medr will use your data for funding, planning and policy development as well as monitoring learner outcomes (such as achievement of qualifications, learner progress and destinations).

Additionally, your data will be used in official statistics and research about post-16 learning, including how health and individual circumstances affect the educational outcomes of learners in Wales. Our official statistics reports give an overall picture of learners in Wales, what they study, their achievements and their destinations after they leave learning. They include, for example, information on patterns in learners' gender, ages, and the qualifications, subjects and levels they are studying. Individual learners cannot be identified in these publications.

Research organisations will also use post-16 learner data to evaluate Welsh education policies and programmes. As part of these evaluations, they may also conduct optional

learner surveys, which will assess the impact of a programme on the individual learner as well as contribute to future Medr and Welsh Government policy development.

In order for Medr to evaluate the impact of its programmes on certain groups of learners, we will link your data with other educational records we hold, such as the Pupil Level Annual Schools Census, Welsh Examinations Database and Higher Education Statistics Authority. We use this linked data to help us understand the progress and outcomes of learners in Wales, to inform our research, performance measures and statistical publications. We may also share this linked data with researchers and with our partners, including Estyn and Qualifications Wales, to help them carry out their own data analysis to inform inspections and reviews. Individual learners cannot be identified in the linked data we share with our partners.

For a more detailed list of how your data is used, please refer to Part Two/Full Version of this privacy notice.

Who Medr shares your data with and why.

Please go to Part Two/Full Version of the privacy notice for a complete explanation of who we share your data with and why.

Your rights and choices under the UK GDPR include:

- access to the personal data the Medr holds on you
- requiring Medr to rectify inaccuracies in that data
- objecting to processing on grounds relating to your particular situation (in some circumstances)
- restricting processing (in some circumstances)
- having your data erased (in certain circumstances)
- lodging a complaint with the Information Commissioner's office (ICO) who is the independent regulator for data protection

How long will Medr keep your data for?

Data Type	Data Retention Period	Why is Medr keeping your data indefinitely?
Further Education and Adult Learning	Data will be retained indefinitely	This enables Medr to analyse your data along with that of other learners and create reports. These reports will be used to help inform, influence and improve education policy decisions, monitor performance of the education service as a whole and/or to forecast future funding requirements Under the Tertiary Education and Research (Wales) Act 2022, Medr is entrusted with a range of strategic responsibilities that require the indefinite retention of LLWR data. • Promoting lifelong learning: Retaining LLWR data enables Medr to track learner journeys over time, supporting its duty to promote lifelong learning. • Equality of opportunity: The rich information collected on learners and their characteristics contributes to the long-term monitoring of this. • Encouraging participation: enables the longitudinal tracking of learner engagement, helping to identify patterns such as sustained participation, temporary disengagement, and re-entry into education later in life. This insight is essential for understanding and supporting lifelong learning pathways. • Contributing to a sustainable and innovative economy: Insights derived from long-term data analysis inform workforce development and economic strategy. • Monitoring and promoting improvement in quality: Retained LLWR data supports Medr's ability to assess and improve the quality of education.
Apprenticeship Commissioning Programme (ACP)		
Adult Community Learning		

Data Controller and Data Protection Officer

As data controller, we are fully committed to the processing of your personal information in line with data protection legislation. We welcome any queries relating to the processing of your data and will listen to any concerns you may have.

Please get in touch with us by email or post:

Email: dataprotectionofficer@medr.cymru

Write to:

Data Protection Officer
Medr
2 Capital Quarter
Tyndall Street
Cardiff
CF10 4BZ

Our data protection registration reference is ZB552558.

Complaints about the use of your personal information

If you are unhappy with the way in which your personal information has been handled by us, please either contact info@medr.cymru or our Data Protection Officer and we will try to resolve your issue informally.

If we are unable to resolve the issue to your satisfaction, you can also make a complaint to the data protection supervisory authority. In the UK, this is the Information Commissioner's Office (ICO) and they can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113
Email: casework@ico.org.uk
Website: https://ico.org.uk

You can also contact the Wales ICO office:

Information Commissioner's Office – Wales
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH

Tel: 029 2067 8400
Email: wales@ico.org.uk

Notifications of changes

This Privacy notice was last updated on 1 April 2026, and we keep it under regular review to make sure it is up to date and accurate. We will always notify you of changes to the use of your data via this Privacy notice and your provider. All of the Medr's processing will comply with data protection legislation.

If you prefer not to supply your special category data at any time, you must contact your learning provider who will update your record.

Lifelong Learning Wales Record (LLWR)
Privacy notice Part Two (Full Version)

What personal information about you is collected and used by the Medr?

Personal data is collected by providers about you and sent to Medr via the LLWR, the data collection system for Further Education, Adult Learning and Apprenticeship Commissioning Programme. As defined in the UK General Data Protection Regulation, your personal data is:

- Unique learner identifier (created by Medr)
- Learner Identifier number (created by your learning provider)
- Surname
- Forename(s)
- Address
- Postcode
- Telephone number
- Email
- National Insurance Number
- Gender
- Surname at 16
- Date of birth
- National identity
- The last school you attended
- The year you left school
- A unique learner number (created by the Learning Records Service)
- Whether you are a migrant worker
- Learning Difficulty or Disability indicator
- Postcode (at start of learning programme)

Medr also processes special category data on learners:

- Ethnicity
- Disability type
- Health condition

Providing special category data is optional.

Please see **Annex A** for a list of the non-personal data fields Medr collect

How will your data be used by Medr internally?

- In evaluations of programmes and projects, to inform decision on future policies for post-16 learning.

- To measure the outcomes of post-16 learning, including learners' achievement of qualifications, progress and destinations.

- To allocate and monitor funding of post-16 learning.

- By Medr's auditors, who check data on a regular basis to ensure that work-based learning providers are delivering what is outlined in their contract or funding agreement with the Medr.

- To promote equality and diversity on post-16 learning across Wales, to help ensure that we comply with the Equality Act 2010.

- To produce anonymous official statistics on post-16 learning in Wales.

- To link to other datasets for statistical and research purposes, including the production of the Matched Education Dataset (MED). MED links LLWR to the Pupil Level Annual Schools Census, Educated Other Than at School census, Welsh Examinations Database, Post-16 Data Collection and Higher Education Statistics Authority data, which in turn is used by Medr to understand learners' progress through the education system and their destinations once they leave learning.

How will your data be used by third parties?

Medr links your data internally and with external government bodies such as the Welsh Government and the Department for Work and Pensions, to evaluate the impact of learning programmes such as apprenticeships.

Your data will be used by:

- The Office for National Statistics (ONS) will publish aggregate statistics related to the economy, population and society at UK, Wales, and local levels. These statistics will be published in a manner that ensures it is not possible to identify individuals. One of the key ONS statistical products is the 2021 Census. The ONS will use the data to help improve the accuracy of the 2021 Census. The ONS will also use the data to undertake research, or to make de-identified data available to approved researchers (as defined in the Digital Economy Act), through their secure research environment. ONS statistical and research projects will involve linking data to other data sources to help understand the interaction between the education system and other issues such as health, well-being or the economy. All statistical and research work will be undertaken in a manner that includes checks being carried out to make sure that identities are not revealed by the results of the analysis.

- The UK Government Department for Education, for use in the Longitudinal Educational Outcomes Study (LEO). This involves education records being linked to employment, earnings and benefits records held by the Department for Work and Pensions and HMRC, to identify and analyse the destinations of learners into further learning and/or employment once they have left learning. Medr will analyse this linked data for statistical and research purposes. This will include using it to assess the effectiveness of policy in the area of education and training – for example looking at how many people with particular qualifications go on to get specific jobs, comparing outcomes for people who go to different education or training providers, or seeing whether particular schemes have achieved what they were supposed to achieve.

- Digital Health and Care Wales (DHCW) who will work within a Secure Research Environment, to link your data with other anonymised information about you which is

available to Medr, the Welsh Government, the NHS and other public organisation, making sure that identities are not revealed by the results of the analysis.

- Swansea University, a Secure Research Environment where research can be done using anonymised information and where checks are carried out to make sure that identities are not revealed by the results of the analysis. Your name, address and postcode will remain separate from your data at all times and will not be available in the Secure Research Environment. The information is used for statistical and research purposes only. An example of the key research questions that are answered by this work is how health and individual circumstances affect the educational attainment of learners in Wales.

- Qualifications Wales to carry out analysis of qualification enrolments and outcomes in post-16 settings. Data will be used to inform Qualification Wales' programme of sector reviews and other research on post-16 qualifications.

- Estyn, to undertake inspections of standards as part of its statutory duties to inspect post-16 providers. Analysis of this data is also used to inform inspection planning, thematic reviews and annual reporting.

- Careers Wales to meet its objective of providing support to specific groups of individuals who are at a high risk of becoming disengaged from education, employment and training. To achieve this, LLWR data will be used to match to existing active Careers Wales client records. This means that some of the non-personal information provided to Careers Wales will be available to Careers Wales on a day-to-day basis. This will include course information, start date etc; Details of how Careers will use your information can be found in their privacy notice.

- Research organisations contracted by Medr, who undertake independent research, surveys, or analytical activities to support the development, evaluation, and monitoring of education, skills, labour market and related public policy areas in Wales and across UK. This may include contacting learners past and present to take part in surveys, although you will always have the option to take part or not in the survey if contacted.

- Accountants and auditors of further education funding and apprenticeship providers who ensure Medr can assess whether data returned by institutions are a reliable basis for making funding decisions.

Data Sharing Agreements

Medr has a formal data sharing agreement in place whenever we share your data with a third party. The agreement includes data security, confidentiality and retention clauses, which require third parties to implement appropriate information security measures, only use your information in prescribed ways, and destroy their copies of your data when no longer needed.

Protecting your personal information

We know how important it is to protect and manage your personal information. We have established physical, technical and organisational security measures to assist with this. Some of the measures we have taken include:

- adopting computer safeguards such as firewalls, encryption, secure transfer protocols, penetration testing, complex security credentials, multi-factor authentication protocols, and access controls including restricting access depending on job responsibilities
- Cyber Essential certification and ongoing compliance against Government and industry recognised security frameworks
- a comprehensive framework of policies relating to data protection, information security and records management
- regular training and awareness sessions for our employees to ensure understanding and compliance across the organisation
- maintenance of a data protection register that identifies all personal information held and includes details such as lawful basis for processing, location, security measures and retention
- data sharing agreements and relevant clauses in contracts that have personal data implications
- privacy notices so that individuals are aware of what personal information we hold and why
- data protection impact assessments undertaken to identify risks and ensure compliance with data protection legislation, and
- data stored within the UK and not transferred outside the European Economic Area (EEA). If there was a requirement to transfer personal information outside of the EEA, transfer would only be permitted to countries whose data protection laws have been assessed as adequate by the European Commission, and where adequate safeguards are in place to ensure compliance with relevant data protection regulations.

Annex A

Non personal data	Notes
Accreditation of prior experiential learning indicator	Recognises the skills and knowledge that the learner has already achieved towards a qualification.
Actual Asynchronous hours	Records non-tutor led training hours
Actual Synchronous Hours	Records tutor led training hours
Actual work or centre based hours	Records how much time the learner has spent learning at an employer or at a college or other learning centre
Amended work or centre based guided contact hours	
Assessable learning	Whether learning is assessable, allowing identification of learning activities which should have linked awards (qualifications)
Attainment indicator	Record whether the learner has attained, partially attained or not attained the qualification
Award credit level/value	
Award entry identifier	Identifier for each award entry for this learning programme
Award learning aim reference	Identifier for learning activity drawn from Qualifications Wales or a Medr defined generic code
Caring responsibility	Records whether ESF-funded learners have caring responsibilities
Completion status	
Country of domicile	
Credit level/value of learning activity	
Date commenced and terminated learning activity/programme	
Destination within three months of leaving	
Employer name/postcode	
Employment status at start of programme/before learning	
Employer ID	• A unique ID allocated to the employer by the lead contractor
Expected asynchronous hours	
Estimated work /centre based hours	Records an estimate of how much time the learner is likely to spend learning at an employer or at a college or other learning centre
Expected end date of learning activity	
Expected synchronous hours	
Furlough indicator	
Hours worked per week	
Household status	Records whether ESF-funded learners are from jobless households
Immediate destination	Destination of learner within four weeks of leaving the programme

Non personal data	Notes
Individual development plan indicator	Records whether a learner has an individual development plan (IDP).
JGW+ activity descriptors	• Records the activity descriptions for learners on the JGW+ programme
Learner provision funding	
Learning aim reference	Identifier for learning activity drawn from Qualifications Wales or a Medr defined generic code
Learning programme code/activity reference used by provider	
Learning programme expected end date	
Learning programme identifier	
Learning reference used by provider	
Length of employment with same employer	
Level of highest qualification achieved prior to learning programme	
Learning difficulty or disability indicator	
Major source of fees	
Method of delivery	Records whether learning is delivered in classrooms, in the workplace or in other ways
Postcode (at start of learning programme)	
Programme start date	
Proportion of learning activity delivered through the medium of Welsh	
Provider delivering learning	
Reason for termination of learning programme	
Result and date of result	
Sector framework codes	
Size of employer/Small to Medium Enterprise (SME) code	
State aid	
Subcontractor delivering programme	
Subject of learning/title of award/learning activity	
Total fees paid for learning programme	
Type of highest Welsh qualification achieved prior to learning programme	
Type of learning programme/activity/award	
Type of Welsh medium learning	
Unitary authority code	
Welsh speaker indicator	
Work or centre based guided contact hours	Records how much time the learner is likely to spend learning at an employer or at a college or other learning centre

Medr

Y Comisiwn Addysg Drydyddol ac Ymchwil
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