



When we ask you for personal information, we promise:

- To make sure you know why we need it;
- To only ask for what we need, and not to collect too much or irrelevant information;
- To protect it and make sure nobody has access to it who shouldn't;
- To let you know if we share it with other organisations to give you better public services - and if you can say no;
- To make sure we don't keep it longer than necessary; and
- Not to make your personal information available for commercial use without your permission.

In return, we ask you to:

- Give us accurate information; and
- Tell us as soon as possible if there are any changes, such as a new address.

This helps us to keep your information reliable and up to date.

You can get more details on:

- How to find out what information we hold about you and how to ask us to correct any mistakes;
- Agreements we have with other organisations for sharing information;
- Circumstances where we can pass on your personal information without telling you, for example, to improve education services or to produce anonymised statistics;
- Our instructions to staff on how to collect, use and delete your personal information;
- How we check the information we hold is accurate and up to date; and
- How to make a complaint.

For more information, please visit our website at:

<http://skillsfundingagency.bis.gov.uk/foi.htm>

When we ask you for information, we will keep to the law, including the Data Protection Act 1998. For independent advice about data protection, privacy and data-sharing issues, you can contact the Information Commissioner at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Phone: 08456 30 60 60 or 01625 54 57 45 Fax: 01625 524510

Website: www.ico.gov.uk