

## **Privacy Notice Adult Education Service**

**Privacy Notice** – This notice explains when we collect personal data, what we use it for, who we share it with and your rights.

**Who are we:** Wokingham Borough Council Adult Education, Civic Offices, Shute End, Wokingham, Berkshire, RG40 1BN.

### **The lawful basis for processing the information:**

The lawful purposes for possessing information are

- **Legal Obligation.** Wokingham Borough Council is contracted by the Education Skills Funding Agency (ESFA) to deliver adult education across the borough. The ESFA is an executive agency of the Department for Education (DfE). Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). As part of its contract, Wokingham Borough Council is required to process data to ensure that individuals are eligible to receive funding from the ESFA
- **Consent.** When you enrol on an adult education course you are asked to consent to us processing your information on behalf of the ESFA. If you do not give consent, you will not be allowed to undertake the course.

You can find a copy of the ESFA Fair Processing notice at the end of this notice

**How do we collect information from you:** Personal information is collected from you when you complete:-

- An application form
- An enrolment form
- A personal learning plan
- A post course evaluation form
- learning surveys

Additional information may be captured via phone and email by officers in order to be able to complete the form, or provide you with the service.

**What type of information is collected from you:** We are required to collect and hold the following information: Forename, Surname, Gender, Date of Birth, Ethnicity,

Address, Postcode, Nationality, the length of time you have been resident in the UK or EEA (European Economic Area).

If you attend one of our accredited English, Maths or ESOL courses we are also required to collect and hold information about your Household Situation. This includes whether or not you are the only adult in the household, if any adults in the household are in work, and if there are any children living in the household. It also includes National Insurance Number, your employment status and the length of time you have been in this employment status.

Other types of information collected and held to deliver the Adult Education Service are Telephone Number, Email address, course history, your previous highest qualification, whether or not you have achieved level 2 in Maths or English and your employment status.

**How we use the information you have provided:** All information collected and held is used to assist in the delivery of the service and to provide evidence to the ESFA that the service is compliant with their funding rules.

**Who has access to the information about you:** Your electronic data is stored securely on a secure database Learner Track. Extracts are sent to the Education Skills Funding Agency five times per year. Administrators from our two sub-contractors Norwood and Bracknell & Wokingham College have access to the database for their learners only along with members of the Adult Education Team at Wokingham Borough Council.

Your paper records are initially stored securely in locked filing cabinets at your education provider's premises; Norwood, Bracknell and Wokingham College or Wokingham Borough Council. At the end of the academic year they are sent to secure storage with Wokingham Borough Council.

The ESFA reserve the right to access these records as part of any audit they undertake in order to satisfy themselves that learners exist.

**Who we may share your information with:** We share your information with the Education and Skills Funding Agency (part of the Department for Education) five times per year. We also share your information with Learning & Records Service (LRS) to obtain a Unique Learner Number (ULN) for you. The LRS then maintain and update your record of learning and achievement wherever you undertake learning in the UK. You can find out more about the LRS and their own Privacy Notice from <https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents>

We may also share your information with other council services such as children's centres, and Adult Social care.

**How long we store your information:** The ESFA require us to store your information for 12 years after which time it will be destroyed.

**Does your service utilise automate decision making? – No**

## Appendix 1

ILR Specification 2019 to 2020 - Appendix F – Privacy Notice

### Appendix F - Privacy Notice 2019 to 2020

Version 1 - April 2019 Training providers should ensure that all learners have seen this privacy notice as part of their enrolment processes.

#### **How We Use Your Personal Information**

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations.

For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

You can agree to be contacted by other third parties by ticking any of the following boxes:

- ☐ About courses or learning opportunities.
- ☐ For surveys and research.
  
- ☐ By post.
- ☐ By phone.
- ☐ By e-mail.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>