

Privacy Notice for Adult and Community Learning

This Privacy Notice is issued in conjunction with the Learner Handbook. If you have not received a copy of this booklet please request one from your Tutor. PDF copies are available on request from Adult and Community Learning.

Information Held About you

In order to access government funding, and enrol you onto a course, we require specific details about you, which are then held in our enrolment system – Maytas 5 which is hosted by Tribal Education Ltd.

This information will include:

- Basic details such as name, address, postcode, date of birth, and a nominated contact in case of an emergency.
- Personal sensitive information such as gender; ethnic origin and nationality; disability or learning difficulty status; prior level of education; marital status; employment details.
- **For accredited qualifications only**, we hold additional information regarding your Household Situation. *As part of the funding for your qualification is provided by the **European Social Fund (ESF)** the agency requires these details.*
- To ensure the correct learners are accessing our funding we also ask questions about Herefordshire Priority groups, how you found out about the learning opportunity, and what you hope to gain from attending the course.

We will only ask for information that is necessary, and we will never collect any information that is not used by our service.

With the exception of your basic details, which we need to complete your enrolment on our system, you do not have to answer any question that you may feel uncomfortable answering. However, this may affect your eligibility for the course.

If you are unsure about any of the enrolment form sections, or have a general question about the service, please speak with your tutor before completing your enrolment form.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Herefordshire Council.

The Data Processors who will process your information on behalf of Adult and Community Learning are responsible for delivering the actual course. The current organisations contracted to deliver our courses are:

- Business Angel Ltd
- ECHO
- Herefordshire and Ludlow College
- Nationwide Community Learning Partnership
- Red Spark Learning CIC
- The Cart Shed Charity CIO
- The Houghton Project

How will we use the Information we hold about you?

All the information and feedback we receive helps us to:

- Ensure you are eligible for funding.
- See who is attending our courses, and, if necessary, change future courses to widen participation and provide opportunities to learners who may otherwise not have access to learning.
- Develop the service and improve the quality of our courses in future years.
- Meet the requirements of the **Education and Skills Funding Agency (ESFA)** which funds our learning.

If you consent for us to contact you in the future we are able to gain more insight into 'if' and 'how' this course helped you, and find out if you would attend further courses given the opportunity.

To provide consent please complete the Privacy Statement section of your enrolment form. **If you do not wish to be contacted about our research or future courses you do not need to do anything else.**

If you are unsure about what the Privacy statement means for you please speak with your tutor, or feel free to contact Adult and Community Learning using the contact details in the Further Information section below.

There is one exception to this. The Progression and Destination questionnaire is a statutory requirement which the Education and Skills Funding Agency requires us to undertake. **This will only be sent to learners who were studying for a qualification.** It is a very simple, single 'tick-box' question form, and will be sent several months after the course has finished.

Who we will share your information with

We share information about you with the following organisations:

- The **Education and Skills Funding Agency (ESFA)** which provides the funding for our service.
- The **Learning Records Service (LRS)** which holds your Personal Learning Record (PLR).
- **NOCN Group** who provide accreditation for qualifications such as Functional Skills English and Maths.

For the full, current Privacy Notices for each organisation, and details on how to access your Personal Learning Record please visit the following websites:

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

<https://www.gov.uk/government/publications/lrs-privacy-notices>

<https://www.gov.uk/guidance/how-to-access-your-personal-learning-record>

<https://www.nocn.org.uk/privacy/>

How long do we keep your records

We will only keep your information for the minimum period necessary. All information will be held securely and destroyed under confidential conditions.

The current requirement is that we hold your data until 2030.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email, informationgovernance@herefordshire.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact Adult and Community Learning in the first instance, telephone (01432) 261824 (Monday and Friday only), email: clande@herefordshire.gov.uk

You can also contact the Data Protection Officer, Carol Trachonitis, at Herefordshire Council, Plough Lane, Hereford HR4 0LE, telephone (01432) 260616, email: informationgovernance@herefordshire.gov.uk

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>