



Privacy Notice 2023 to 2024

FAO: Learners on ESFA funded courses (16-18 year olds and 19+ in Non LCRCA post codes):

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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. In these cases, it is part of our statutory duties and we do not need your consent. Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about*:

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

Please tick relevant boxes to give your consent.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the ESFA Privacy Notice <https://www.gov.uk/government/publications/esfa-privacy-notice>

If you would like to get in touch with us, you can contact the DfE in the following ways:

- Using our online contact form at [Contact the Department for Education - Contact type - DfE Online Forms](#)
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to - Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

NAME: _____

DATE: _____

Once completed, signed and dated, this form must be returned to the office and kept on file for audit purposes.

How we use your personal information

The Liverpool City Region Combined Authority (LCRCA) is responsible for commissioning and funding adult education budget provision for learners within the Liverpool City Region. We may use your personal information in our delivery of this work. If you have any questions about how your information is being used you can contact the LCRCA's Data Protection Officer at:-

DPO@liverpoolcityregion-ca.gov.uk Tel: 0151 330 1679 Address: 1 Mann Island, Liverpool, L69 3HN

How we collect your personal information

We collect your personal information where the law allows it, or we have a legal obligation to do so. Your personal information is collected to enable us to carry out the functions of the LCRCA. The lawful basis for collecting and using your personal information will depend on the service and will normally be: where we need to for the purposes of LCRCA functions; where we have your consent to do so; where we have a legal obligation.

How we share your personal information

We may share your personal information with other services run by the LCRCA, and other organisations, where the law allows it or we have a legal obligation to do so either with a third party who is working for LCRCA under contract or with organisations for the purposes of: Administration; provision of career and other guidance; statistical and research purposes, relating to education, training, employment and well-being prevention or detection of crime. Other organisations include: Education and Skills Funding Agency and Department for Education

How long we will keep your personal information

We will keep your data for a maximum of 7 years from the end of the academic year once you have ended your learning activity, after which it will be securely destroyed. We may need to keep your personal information indefinitely for research and statistical purposes. We will put in place necessary measures to safeguard this information.

Your data protection rights - You have the right:

<ul style="list-style-type: none"> to ask for access to information about you that we hold 	<ul style="list-style-type: none"> to have your personal data rectified, if it is inaccurate or incomplete
<ul style="list-style-type: none"> to request the deletion or removal of personal data where there is no compelling reason for its continued processing 	<ul style="list-style-type: none"> to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
<ul style="list-style-type: none"> to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics 	<ul style="list-style-type: none"> not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If we are processing your personal information using your consent, you can withdraw your consent at any time. If you need access to any of your data protection rights regarding any of the above, please do so by following the process as detailed in [ESFA's Privacy Notice: Privacy notice for Key Stage 5 and adult education - GOV.UK \(www.gov.uk\)](#)

Further information on processing your information

Learner information - Personal information is collected by the LCRCA in accordance with the terms and conditions of funding imposed on providers of learning, for example, further education colleges and private training organisations. Your personal information is processed by the ESFA, and passed to us when they process your information on behalf of the DfE, to enable the DfE to carry out its functions. Learner information collected by the ESFA is known as the Individualised Learner Record (ILR). The specification and standards for the ILR are published for each academic year (1 August to 31 July) by the [ESFA](#). This specification informs the personal, and sensitive data that is collected and provides more information about the use of your information. Learner contact information collected by the ESFA may be used for the purposes of research and surveys to enable the DfE to carry out its functions or, where learning is funded by the European Social Fund (ESF), for the Department for Work and Pensions to carry out its functions. This contact information will only be used for the purposes of other research and surveys with the consent of the learner. Learner information is also collected and supplied to the Learning Records Service, a part of the ESFA. Your information is used by the ESFA to issue learners with a Unique Learner Number, and to create and maintain your Personal Learning Record. More information about this use of learner information is published by the [Learning Record Service](#).

Sharing data - In order for the DfE to carry out its functions:

- the ESFA and training providers share data to ensure accuracy of information held in relation to the funding of learning - a training provider may need to share your information with another training provider in order to verify accuracy of information in relation to a claim for funding from the ESFA
- your personal information may be shared with another training provider for the purposes of your continued learning

In the event that a further education college or other training provider is unable to continue the delivery of training funded by the ESFA (for example, where a training provider is a limited company that is dissolved) the ESFA will endeavour to make arrangements for the secure transfer of information, including your personal data, from the former training provider to another training provider to support your continued learning. It may also request information from Awarding Organisations to establish at what stage your learning has reached according to their records.

Your right to lodge a complaint with a supervisory authority - regarding the processing of your personal data to the UK's supervisory authority, the Information Commissioner, who can be reached using the details below:

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

www.ico.org.uk Tel: 0303 123 1113.

[AEB-Privacy-Notice-2020-21.pdf \(liverpoolcityregion-ca.gov.uk\)](#) 4.8.22