



TO ALL LEARNERS:

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>

***Instructions: if you**

- **DO NOT wish to share information** with other third parties (for purposes other than those relating to your current course with FACE) - then TYPE in NAME and DATE and RETURN form with BOXES LEFT BLANK.
- **DO wish to share information** with other third parties – then TYPE in NAME and DATE then REPLY in the accompanying email stating your preferred methods of contact from the list above.

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 \(https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018\)](https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018)

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.

https://www.liverpoolcityregion-ca.gov.uk/?post_type=attachment&s=privacy+notice