

Halton Adult Learning - PRIVACY NOTICE

Who is the Data Controller for the information I provide?

Halton Borough Council (HBC) is the Data Controller for the personal information you provide.

We collect and hold information about you 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 Education and Skills Funding Agency (ESFA), and passed to us when they process your information on behalf of the Department of Education (DfE), to enable the DfE to carry out its functions.

Learner information collected by the ESFA is known as the Individualised Learner Record (ILR).

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.

Data held will be used for the purposes of providing references to future employers where the subject specifically requests that to happen.

Halton Borough Council is under a duty to protect the public funds it administers, and to this end, we may use the information you have provided for the prevention and detection of fraud. HBC may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

What legal basis allows you to use my 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 ESFA and Liverpool City Region Combined Authority (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 ESFA / LCRCA functions
- where we have your consent to do

The condition which permits us to process special category data (health and ethnicity data) is Article 9(2)(a) Explicit Consent.

Do I have to provide this information and what will happen if I don't?

The information provided allows government funding to be used to fund learning for adult over the age of 19 in England. If the details are not provided then funding cannot be granted for that individual and they cannot attend a course

Who will my information be shared with?

The Education and Skills Agency (ESFA), the Liverpool City Region Combined Authority (LCRCA) and Department of Education (DfE)

How long will you keep this information for and why?

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 that is provided in the enrolment and learning process indefinitely for research and statistical purposes. We will put in place necessary measures to safeguard this information.

How will my information be stored?

Personal data will be held securely on a Management Information System (TERMS) and will be submitted to the Education & Skills Funding Agency and Liverpool City Region. Data will also be stored securely on Halton Borough Council's network.

Will this information be used to take automated decisions about me? No

Will my data be transferred abroad and why? No

What rights do I have when it comes to my data?

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right to erasure – you have the right to have personal data erased and to prevent processing however, the right to erasure does not apply in some circumstances.

Right to restrict processing – you have the right to block or suppress processing of your data; however this right does not apply in some circumstances.

Right to data portability – you have the right to obtain and reuse your data for your own purposes (copy or transfer personal data to another environment) in certain circumstances

Right to object to processing (to certain types of processing only)

Rights related to automated decision making and profiling.

Right of Access - you have the right under the Data Protection Act (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from

<https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk

Source of data (if not from individual)

Data is processed by the ESFA and passed to Halton Adult Learning

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:

Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal

Building, Widnes WA8 7QF' or by email to informationgovernanceservice@halton.gov.uk

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk