



Blackburn with Darwen Council Privacy Notice

Service area – Adult Learning - (Prevention, Neighbourhoods and Learning Service)

Purpose we collect the data

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 shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with the Data Protection Act 1998 data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

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>

Categories of data we collect

Name
Address
Date of Birth
Telephone Numbers
Gender
Email
National Insurance Number
Unique Learner Number
Ethnicity
Nationality
Disability Information
Employment Status
Previous Qualification
DwP Benefits Details

Legal basis for processing

External Funding data collection requirements for ESFA
Apprenticeships, Skills, Children and Learning Act 2009

Who we share the information with

Department for Education
Education and Skills Funding Agency
Information Advice & Guidance Service
Tutors and Curriculum Officers
Welfare Call

How long we hold the data

The retention period for personal records is stipulated by the ESF. The current project runs between 2014-2020 and records need to be kept until the 31st of December 2030. The previous project ran between 2007-2013 and records for that need to be kept until the 31st of December 2022