

Privacy Notice

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

Why we collect data

Personal information is used by the Department for Education (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>

What data do we collect

Name
Address
Date of Birth
Contact details
Gender
National Insurance Number
Unique Learner Number
Ethnicity
Disability Information
Employment Status
Qualification information
Benefit status
Household situation

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

How long we hold the data

The retention period for personal records is stipulated by the ESF. The current guidance states that records need to be kept until 31st December 2030.