

Wakefield Council - Privacy Notice

Collection of Learner Data for the purposes of Adult Learning through the DfE agencies WYCA and ESFA together with Wakefield Council

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you. We will keep your information (data) secure at all times.

1. Who we are.

a) The Joint Controllers for the information we hold are Wakefield Council, West Yorkshire Combined Authority (WYCA) and the Education Skills Funding Agency (ESFA). Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Email: AdultEdGDPR@wakefield.gov.uk

c) The Council's Data Protection Officer is the Corporate Information Team Manager: Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

2a. How and why we collect your personal information

We collect and use your personal data as it is our legal duty to provide an education service to adults. Some of the information we collect such as ethnicity and health data is used to ensure that our services are inclusive of all members of the community.

We may also receive your personal data from third parties, including other government departments. Your personal data is collected to enable us to carry out our functions and the functions of the DfE. The lawful basis we often rely on for processing your personal data is to perform our public task. We may receive your information in the following ways:

- Face to face like when you fill in a form or survey at our centres or Enrolment Workshop
- Over the phone when you enrol or we contact you
- In correspondence that you send to us, like emails, letters or social media posts

We may use personal data we collect directly from you to:

- Send you information about your work
- Improve the services we offer to you
- operate our complaints policy
- contact you for feedback on services we provide to you
- ensure the protection of public funds
- prevent and detect fraud

3. The kind of personal data we process about you:

We as, Wakefield Council, collect your personal data where the law allows, or we have a legal duty to do so. Your personal data is collected from you during our enrolment processes to enable us to carry out our functions and the functions of DfE together with Wakefield Council, WYCA and ESFA, our funding providers, so we are able to provide a range of courses and support you to achieve your learning goal. We may also receive your personal data from third parties, including other government departments. We are required to collect a range of personal and some sensitive information from you at your enrolment point as follows:

Name & Address	Ethnicity
Contact Telephone & Email Address	Health Problem Category
Gender	Household Income Information
Date of Birth	Prior Learning Level
National Insurance Number	Employment Status Information
Residency Information	Relative Benefit Information
Where you heard about us	Earning Evidence where applicable
Information about your career and destination data	Data & information about your learning including qualifications you are or have taken
In addition to the above, if it is identified that you require Learning or Learner Support, further information will be gathered from you to enable us to assess your level of support or a financial claim	

We may share your information with other Council departments as we develop partnerships to enable us to get the best information to support you within our district. We will share your contact details with the Council's Step Up Team so they can contact you to offer their support.

4. How we use your data:

This section of the 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 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 Apprenticeship, 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 WYCA and the ESFA each year under the terms of the funding agreement, contract or grant agreement. It helps ensure that public money distributed through WYCA and ESFA Grant funding is being spent in line with government targets. It is also used for education, training, employment, and wellbeing purposes, including research. We retain ILR learner data for 3 years for operation 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.

We may use personal data we collect directly from you to:

- Send you information about your work
- Improve the services we offer to you
- Operate our complaints policy
- Contact you for feedback on services we provide to you
- Ensure the protection of public funds
- Prevent and detect fraud

We collect information about you and what you are studying:

- Enrolment and achievements
- Individualised Learner record (ILR)
- Learner records Service (LRS)
- National careers Service
- Bursary for Vulnerable group Scheme
- Information is collection from and shared by third parties so we can deliver our obligations to safeguard children and young people.

5. Your rights and your personal data:

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.

- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner; please find contact details below.

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

6. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.