

Privacy Notice 2023/24

How we use your personal information

The categories of this information that we collect, process, hold and share include:

- personal information (such as name, unique learner number, address, telephone numbers, email address, post code, nationality, date of birth, national insurance number, employment status, benefit type, previous qualifications and attainment, household details, next of kin)
- proof of eligibility to live and study in UK
- characteristics (such as ethnicity, disability / learning difficulties, marital status, sexual orientation, religion)
- course details (such as start date, end date, attendance record, qualification title, learning aim reference, guided learning hours, venue location, support needs, and achievements).
- further detailed information we collect for Liverpool City Region Combined Authority (LCRCA) can be found in the Individual Learner Record (ILR) specification 2023/2024

Why we collect and use this information

We use learner data to:

- enable us to carry out specific functions for which we are responsible
- derive statistics which inform decisions such as the funding of qualifications
- assess performance and to set targets for colleges and training providers
- enable us to support learners into employment or volunteering
- to contact learners in the event of emergency or course cancellation

The lawful basis on which we use this information

We collect and use this information under the provisions and obligations imposed by the General Data Protection Regulation (GDPR) which came into force on 24th May 2016 and came into effect on the 25th May 2018.

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 purpose of Sefton Community Learning Service (SCLS) functions
- where we have consent to do so
- where we have a legal obligation

The lawful basis for the processing of this data are:

- Article 6 (1) (e) processing is necessary for the performance of a task carried out in the public interest or in exercise of local authority vested in the controller.
- Article 9 (2) (b) for employment, social security and social protection purposes.

The data is also used by SCLS and Sefton Council to monitor Service provision and help plan for future curriculum development.

This is also collected under GDPR Article:

- Article 9 (2) (j) for archiving, research and statistics purposes.

Collecting this information

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

If we are processing your personal information using your consent, you can withdraw your consent at anytime.

Storing this information

We are obliged in our Liverpool City Region Combined Authority contract to hold learner data for a maximum of 7 years from the end of the academic year once you have ended your learning activity it will be securely destroyed.

However, we might need to keep your personal information indefinitely for research and statistical purposes. We will put in place necessary measures to safeguard this information. Your personal details are securely held as a hard copy on site and digitally using a secure Management Information System, TERMS. The system is secure and bound by the GDPR legislation to securely hold the information.

Who we share this information with

We routinely share learner information with other services and organisations, where the law allows it or we have a legal obligation to do so, for the purpose 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. This includes:

Liverpool City Region Combined Authority (LCRCA), Education Skills Funding Agency (ESFA) and the Department for Education (DfE) to ensure accuracy of information held in relation to the funding of learning.

- Where Learners claiming out of work benefits, LCRCA must provide data to the Secretary of State with responsibility for unemployment or their nominated representative in accordance with the requirements notified to SCLS.
- SCLS will provide awarding bodies with personal information to register learners for qualifications and to make certification claims. Awarding organisations are required to collect and validate the Unique Learner Number (ULN) and provide candidate achievement data to the Learner Record Service (LRS) for all government funded learners
- SCLS will provide personal information to the Data Service to enable the ULN to be generated.
- SCLS will share information with Sefton@Work to provide impartial Information Advice and Guidance to support learners in making next steps. SCLS will therefore provide Sefton@Work learner detail and course information including if learners have achieved.
- SCLS may share your personal information with another training provider for the purpose of your continued learning.
- SCLS also shares learner and course information with other council departments e.g. Troubled Families team to support adults progressing into employment.

Why we share this information

We share learner data with the LCRCA and the DfE to perform statutory functions on behalf of the Secretary of State as set out in the Apprenticeships, Skills, Children and Learning Act 2009 and for the exercise of functions of the Crown, a Minister of the Crown or that government department.

This data sharing underpins provider funding, educational attainment policy and monitoring and enables them to: produce statistics, assess our performance, determine the destinations of learners after they have left school or college and to evaluate Government funded programmes.

We do not share information about learners without consent unless the law and our policies allow us to do so.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education go to [Schools, colleges and children's services : Data collection and statistical returns - detailed information - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/schools-colleges-and-childrens-services-data-collection-and-statistical-returns-detailed-information)

Learner Information

Personal information is collected by SCLS in accordance with the terms and conditions of funding imposed on providers of learning. LCRCA is responsible for commissioning and funding adult education budget provision for learners within the Liverpool City Region. They may use your personal information in their delivery of this work. [AEB-Privacy-Notice-2022-23.pdf \(liverpoolcityregion-ca.gov.uk\)](#)

The Personal Learning Record and Unique Learner Number (ULN)

The Personal Learning Record (PLR) is an online record which includes learning achievements and verified qualifications such as GCSEs, NVQs, BTEC awards, and A levels, as well as work-based learning which learners have achieved from the age of 16.

Higher education admission tutors will need the learner's ULN to access the PLR, should they want to verify entry qualifications that are not currently provided by UCAS.

A benefit of using the ULN – for both students and HE providers – is that higher education applications and course registrations can be processed without applicants having to provide paper qualification certificates.

Each ULN is issued and held by the LRS Organisation Portal.

The LRS Organisation Portal uses the number to index each learner's identity details, education and training qualifications within the Personal Learning Record (PLR) (<http://www.learningrecordsservice.org.uk/products/learnerrecord/>).

The ESFA uses ULNs to help with effective management of information within the DfE. To understand how your data is used, read [LRS privacy notice - GOV.UK \(www.gov.uk\)](#)

Learners can access their Personal Learning Record to view their verified qualifications gained in England from 2012 onwards. To find out more:

The DfE has robust processes in place to ensure the confidentiality of data is maintained and there are stringent controls in place regarding access and use of the data.

To be granted access to learner information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information, or be given access to your educational record, contact:

Claire Maguire: Sefton Community Learning Service- Tel 0151 934 2684
claire.maguire@sefton.gov.uk

Your data protection rights

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- object to direct marketing
- object to decisions being taken by automated means
- have your personal data rectified, if it is inaccurate
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- data portability in certain circumstances
- to lodge a complaint with the supervisory authority (the Information Commissioner's Office)

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like further information about this privacy notice, please contact:

Geraldine.evans@sefton.gov.uk or Joanne Mercer joanne.mercer@sefton.gov.uk