

Adult Education in Gloucestershire Privacy Notice

Privacy Notice

Why we collect and use your information:

Gloucestershire County Council's Adult Education in Gloucestershire collects, processes and holds information, including personal information, to allow it to provide services effectively and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009..

Gloucestershire County Council will be the Data Controller, as defined by the General Data Protection Regulation (GDPR). The Council recognises that this information is important to individuals and that it is responsible for the information it holds about them. It takes seriously its responsibility to ensure that any personal information it collects and uses is done so proportionately, correctly and safely.

If you supply information, we are legally bound by the GDPR to make sure that the information is only used for the purpose for which it was supplied and to make sure that the data is held securely.

The information we collect about you:

Gloucestershire County Council Adult Education in Gloucestershire will collect only the personal information we need to perform our functions. We will collect:

- Full Name
- Contact details
- Physical and Mental Health Data
- Ethnicity

We may also be required to collect additional information from you, including but not limited to:

- Personal identification
- National Insurance number
- Your employment status
- Your residential status
- Details of any State Benefit receipts

How we will use the information about you:

Learner data is collect by Adult Education in Gloucestershire in accordance with the terms and conditions of funding imposed by the Education and Social Funding Agency (ESFA). This information will also be used to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR). We will also use your data to better understand the services we provide and to help us build those services for the future. You can find out more about the ESFA [here](#)

How long we keep your information for:

Gloucestershire County Council's Adult Education in Gloucestershire will keep your personal data for a minimum of 6 years plus the current financial year, in line with ED 01.01, ED 01.02, ED 01.03 and ED 01.04. We are required to keep this information for this long because of Gloucestershire County Council's right to audit providers to ensure that no fraudulent claims are being made as per Gloucestershire County Council's Local Provider Agreement. We must also adhere to the European Social Fund guidelines, which require a longer retention of data. .

Data is securely deleted when it is no longer required for the purposes collected.

Your rights under the Data Protection Act

Access to your information: You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email adedmis@gloucestershire.gov.uk to request access.

The right to object: You have the right to object to us using your information if we have collected it in the performance of our public tasks. Please be aware that in certain situations we are allowed to still use your information if there is compelling legitimate grounds to do so. If you would like to use this right, please email adedmis@gloucestershire.gov.uk.

There may be a legal reason for us to keep it longer, such as if legislation requires us to.

Who we share your information with:

Gloucestershire County Council Adult Education collects information on behalf of the ESFA for the purpose of fulfilling statutory functions, please visit to see the ESFA full privacy notice: <https://www.gov.uk/government/publications/esfa-privacy-notice>

Your rights:

Correction of inaccurate information:

You have the right to request that the council correct information that you believe is inaccurate or incomplete. You may not always be able to change the information. However, we will correct factual inaccuracies and may include your comments in the records.

The right to be forgotten (erasure):

You have the right to request that the council delete your information when there is no compelling reason for us to continue using it. Please be aware that in certain

situations we are still allowed to keep and use your information, even when you request that it should be erased.

The right to object:

You have the right to object to us using your information if you feel we have used it outside the remit of our public tasks or when you have received marketing from us. Please be aware that in certain situations we are allowed to still use your information if there are compelling legitimate grounds to do so.

If you wish to use any of these rights, please email or write to us at address.

How to contact us:

Please contact us if you have any questions about this privacy notice:

By email: adedmis@gloucestershire.gov.uk

In writing: Adult Education in Gloucestershire

4-6 Commercial Road

Gloucester

GL1 2EA

You can contact the council's Data Protection Officer, via the Information Management Service, by emailing dpo@gloucestershire.gov.uk or by calling 01452 32 4000.

Making a complaint to the Information Commissioner

If you wish to make a complaint about how we use your personal data to the Information Commissioner's Office, you can contact them by visiting their website at <https://ico.org.uk/> or by calling 0303 123 1113.