

## **Lincolnshire County Council Adult Skills and Family Learning**

### **Data Privacy Notice**

#### **About Us**

Lincolnshire County Council (LCC) is known as the "Controller" of the personal data you provide to us.

#### **Description of the service provided**

The Adult Skills and Family Learning Service provide a range of learning activities to adults aged 19 and over.

For more information on this service please visit [www.2aspire.org.uk](http://www.2aspire.org.uk)

#### **Why do we collect your personal data?**

We collect personal data in order to meet the statutory requirements of our funding body, the Education and Skills Funding Agency.

The information collected is necessary for your enrolment as a learner and is required by law. You must provide it in order to enrol on a programme funded by Lincolnshire County Council. It is used to create a unique learner number (ULN) and a Personal Learning Record (PLR).

Information you provide will also be used for the purposes of equality of opportunity and to support your studies.

We will not collect any personal data that we do not need in order to provide this service and as far as is reasonable and practicable, will ensure that the information recorded is accurate and kept up to date.

We would only use it for marketing to tell you about new courses with your prior consent, obtained via the enrolment form.

#### **What personal data do we collect?**

We will collect the personal data about you in order to deliver the service.

The personal data we will collect includes:

- Your title
- Your surname
- Your forename
- Your gender

- Your date of birth
- Your address (including post code)
- Your daytime telephone number
- Your mobile number
- Your email address
- Your national Insurance number if you are enrolled on a course leading to a qualification
- Details of any qualifications you may hold
- Your household employment situation
- Your current employment status
- Details of any learning difficulty or disability you may have
- Your ethnicity, nationality and first language
- Details of any personal support you may need to participate in your chosen course

### **Who do we get your personal data from?**

This information is collected in a number of ways:

- Provided to us directly by you on the enrolment form when you sign up to one of our Adult Skills and Family Learning courses that we deliver ourselves
- Provided to us by another organisation when you sign up to their courses that are funded by the Adult Skills and Family Learning Service

The County Council works with Colleges and Training Providers across Lincolnshire to deliver Adult Skills and Family Learning courses.

### **Who do we share your data with?**

The type of service you receive and your personal circumstances will dictate who we share your personal data with. Where applicable, we will share your data with organisations that deliver services on behalf of the council.

We will only share information when it is necessary to do so and in accordance with the law.

We pass the relevant information to government agencies to meet funding arrangements. This means that we will pass the personal information and some of the sensitive information you provide to the Education and Skills Funding Agency. Where necessary it is also shared with the Department for Education (DfE).

The information provided may be shared with other organisations for purposes of administration and statistical and research purposes relating to education, training, employment and well-being.

You may be contacted by research organisations after you have completed your programme of learning to establish whether you have entered employment or gone onto further learning, volunteering or education.

You may be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme.

Further information about use of and access to your personal data, and details of organisations with whom the data is regularly shared are available at:

<http://www.gov.uk/government/publications/sfa-privacy-notice>

### **How long do we hold your data for?**

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the Education and Skills Funding Agency's retention policy. In accordance with the Education and Skills Funding Agency requirements, and European Social Fund requirements, the data will be retained until 2031 as a minimum.

### **How do we keep your data safe?**

We have an information assurance framework in place which ensures that appropriate technical and organisational measures are in place to help keep your information secure and to reduce the risk of loss and theft.

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training and must comply with a variety of security policies designed to keep your information secure.

Your personal data is not processed outside of the EU by Lincolnshire County Council.

Further information regarding the Council's information security policy can be found [here](#).

### **Your Rights**

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy. Details of how to make such a request can be found [here](#).

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person.

We are obliged to consider and respond to any such request within one calendar month.

### **Further Information**

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

- Customer Service Centre at [Customer\\_services@lincolnshire.gov.uk](mailto:Customer_services@lincolnshire.gov.uk)
- The Data Protection Officer at [DPO@lincolnshire.gov.uk](mailto:DPO@lincolnshire.gov.uk).

Alternatively, you can contact the council by writing to:

Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL

Or

Telephone: 01522 552222

Email: [customer\\_services@lincolnshire.gov.uk](mailto:customer_services@lincolnshire.gov.uk)

Fax: 01522 516137

Mini-com: 01522 552055

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) [www.ico.org.uk](http://www.ico.org.uk)