

Appendix F - Privacy Notice 2017 to 2018

Document history

Version 1 – Published April 2017.

Version 2 – Published February 2018. Changes from Version 1 are highlighted in green.

Training providers should ensure that all learners have seen this privacy notice as part of their enrolment processes.

How We Use Your Personal Information

This 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 how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of ~~the Data Protection Act 1998~~ relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the 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.

You can ~~opt out of contact~~ agree to be contacted for other purposes by ticking any of the following boxes ~~if you do not wish to be contacted:~~

- About courses or learning opportunities.
- For surveys and research.

- By post.
- By phone.
- By e-mail.

Further information about use of and access to your personal data, ~~and~~ details of organisations with whom we regularly share data, ~~are available at:~~ 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>