

St Helens Adult and Community Learning Privacy Policy

The use of your personal data is controlled by the Data Protection Act 2018, which relates to any living individual. St Helens Council is as defined under this Act Data Controller.

St. Helens Council has a Data Protection Officer who has overall responsibility for data protection in the Council, and acts in an independent manner in line with legislation. The Council's Data Protection Officer is Caroline Barlow, and she can be contacted via email at dataprotection@sthelens.gov.uk.

A fuller discussion of St. Helens Council's Data Protection and Freedom of Information processes can be found on the [Council's website](#).

How Adult and Community Learning Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA/LCR), 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/LCR (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA/LCR.

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 data protection legislation.

The English European Social Fund (ESF/LCR) 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.

When registering as a learner to use our service you will complete an Initial learning agreement where you can agree to be contacted for other purposes by ticking any of the following boxes:

- 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, details of organisations with whom we regularly share data, 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>



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION



**Education & Skills
Funding Agency**



**St. Helens
Council**