

## Appendix F - Privacy Notice 2021 to 2022

Version 1 - January 2021

Changes from the previous year are highlighted in yellow

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

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. It should be read alongside the ESFA Privacy Notice which can be found at: <https://www.gov.uk/government/publications/esfa-privacy-notice>

If you would like:

- more information about how we process your personal data, or your data protection rights.
- to make a request about your information – for example to request a copy of your information or to ask for your information to be changed.
- to contact our Data Protection Officer

You can contact us in the following ways if you would like to make a request:

- Using our secure online contact form, which can be found at: [https://form.education.gov.uk/service/Contact\\_the\\_Department\\_for\\_Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)

- Or in writing to:

Emma Wharram  
Data Protection Officer  
Ministerial and Public Communications Division  
Department for Education  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

### How We Use Your Personal Information and why we have it

For the purposes of 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 may be used for education, training, employment, and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you to carry out research and evaluation to inform the effectiveness of training.

### **How long we will keep your personal data**

Your information will be securely destroyed in accordance with the ESFA's retention and disposal schedule after it is no longer required for these purposes.

### **How we share your personal data**

Your information may also be shared with other third parties for the above purposes, but only where the law allows it, and the sharing is in compliance with data protection legislation.

### **Your data protection rights**

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

### **How to withdraw consent**

You can agree to be contacted by other third parties by ticking any of the following boxes:

- About courses or learning opportunities
- For surveys and research
  
- By post
- By phone
- By e-mail

For 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>

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to the Data Protection Officer at:

Ministerial and Public Communications Division

Department for Education  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

You can also complain to the ICO if you are unhappy with how we have used your data by writing to:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113  
ICO website: <https://www.ico.org.uk>

### **Changes to this privacy notice**

We may change this privacy notice and we encourage you to check this privacy notice from time to time.

Date last updated: 26<sup>th</sup> January 2021.