

Adult Community Education Privacy Notice

Summary

This privacy notice explains what personal information is collected, what it is used for and who it is shared with. It also describes why we require your data, and the legal basis on which we does this.

This privacy notice relates to the offer of Adult Community Education, (ACE). It provides additional information that specifically relates to this particular approach, and should be read together with Tameside MBC [Corporate Privacy Notice](#), which provides more detail.

What personal information does this service use?

Tameside ACE uses personal information:-

- Names;
- Addresses;
- Dates of Birth;
- Telephone Numbers;
- Gender;
- Age;
- Email Addresses;
- National Insurance Number;
- Residency Status;
- Benefit Status;
- Household Situation;
- Learner History; and
- Employment Status.

The service also uses the following special category information:-

- Ethnic Origin;
- Physical Health;
- Mental Health;
- Learning Disability or Difficulties.

What is your personal information used for?

The Council uses your personal data for the following reasons:-

- It is a contractual requirement that the service submits Individual Learner Records (ILR) to the Education and Skills Funding Agency and the Greater Manchester Combined Authority as the provision the service delivers is funded by those agencies;
- The Council also uses the data provided to promote our services, undertake research and inform decisions such as future provision;

- The data is also used to assess the performance of the service and to set targets;
- To enable the Council, and the Department for Education, to exercise their functions and statutory responsibilities under the Apprenticeships, Skills Children and Learning Act 2009;
- Enable us to support learners into employment or volunteering; and
- To contact learners in the event of an emergency or course cancellation.

Tameside Adult Community Education Service collects and obtains personal information so that it can receive funding from the Education and Skills Funding Agency (ESFA) and the Greater Manchester Combined Authority (GMCA). This funding, along with a small proportion of fee income from the learner, enables the Service to deliver a range of programmes to post 16 learners. The GMCA is a Public Authority and the Data Controller for the information that is provided to it by the ESFA to provide the Adult Education Budget funded provision.

The Department of Education (the DFE is the data controller for personal data processed by the ESFA).

What is the lawful basis we are relying on?

The lawful basis we rely on for processing your personal information is:-

- General Data Protection Regulation (GDPR) (Article 6(1)(e) – it is necessary to perform our public task.

We collect and use special category data by relying on the lawful basis provided by General Data Protection Regulation (GDPR) (Article 9(2) (a and j)):-

- 9(2) (a) - you, or your representative, have given explicit consent to this particular information being used.
- 9(2) (j) – it is necessary for archiving, research or statistical purposes.

Where has your personal information come from?

The personal information is provided directly to the service by you.

Who will we share your personal information with?

Your personal data is shared securely with the following organisations where it is both necessary and appropriate to do so:-

- Education and Skills Funding Agency;
- Greater Manchester Combined Authority;
- External organisations in relation to the examination and accreditation process;
- Student Loan Company for the purpose of monitoring loan applications; Learner Record Service to assess learner's previous achievements to make sure they access the right training that meets their individual needs, and to apply for a Unique Learner Number (ULN) if a learner does not already have one;

- Other external companies in order to obtain destination and progression information from learners that have been in provision with the Service, in order to fulfil service and contractual obligations; and
- Organisations that carry out surveys and research to monitor performance, improve quality, plan future provision about courses and learning opportunities.

For the current Privacy Notices for the ESFA, GMCA and Learner Record Service, and details on how to access the Personal Learning Record please visit the following websites:

- [ESFA Privacy Notice](#)
- [GMCA Adult Education Budget Privacy Notice \[417kb\]](#)
- [LRS Privacy Notice](#)
- [How to access your personal learning record](#)

We may share learner information with the following third parties for the reasons detailed:-

- Other departments within the Council to support learner's health, safety and well-being; and
- Statutory agencies such as the Police, National Fraud Authority in line with our legal obligations and/or in completion of our public tasks

In accordance with our legitimate interests we may contact learners to:-

- Send out information about courses that learners have asked for, or that may be of interest; and
- To carry out research to evaluate the effectiveness of our training services

Learners can agree to be contacted for these purposes at the point of enrolment. If they have opted into this, they can opt out at any time by contacting Tameside Adult Education Community Services Data Protection Officer by emailing information.governance@tameside.gov.uk and Adult Community Education at infoace@tameside.gov.uk

Consequences if statutory or contractual information is not provided

Failure to provide certain information when requested, may mean we will not be able to fulfil our contract with the ESFA and GMCA which may mean the learner will not be eligible to undertake their learning programme.

How long will we keep your information?

We will only retain information for as long as it is required. A copy of the council's retention schedule is available on request. Learner information is held securely digitally and hard copy, both of which are bound by GDPR legislation.

Your personal information and your rights

You can [find out more about your rights](#) regarding the personal information used for this service. Your rights apply to the information held by the Council as a data controller, and the information we hold on behalf of the other data controllers.

If you have any questions or concerns about how we use your personal information, please contact the Council's Data Protection Officer at information.governance@tameside.gov.uk or by calling 0161 342 8355.

You also have the right to complain to the [Information Commissioner's Office](#) if you are unhappy about how we process your information.

Updates

We may change this privacy notice from time to time and will post updates on our website. Any significant changes will be notified to you by ACE Staff.