

# **Leicestershire Adult Learning Service's Privacy Statement**

This policy sets out how Leicestershire Adult Learning Service uses and protects any information that you give when you use this website.

Leicestershire Adult Learning Service is committed to ensuring that your privacy is protected. You can be assured that all personal information provided to us will only be used in accordance with this privacy statement.

Leicestershire Adult Learning Service may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1 June 2016.

## **What we do with the information we gather**

The information you supply will be used by the Skills Funding Agency, an Executive Agency of the Department for Business, Innovation and Skills, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record.

For more information about how your information is processed and shared please refer to the Skills Funding Agency [Extended Privacy Notice](#).

The information you provide may be shared with other organisations for education, training, employment and well-being-related purposes, including for research.

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training.

This information is shared several times a year on dates set each year by the SFA. Any personal information that we hold that is not requested by the above organisations is securely disposed of.

We require the information requested for the following additional reasons:

- Internal record keeping.
- To improve our services.
- We may periodically send promotional emails about new courses, special offers or other information which we think you may find interesting using any email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail unless you request otherwise by ticking the appropriate box to indicate that you do not want the information to be used in respect of surveys and research. You do have the opportunity to opt out at any point.
- Your information will be entered onto Leicestershire Adult Learning Service's Management Information System and will be kept for 7 years. After this time it will be disposed of by purging the data no longer used. Any paper records will be securely disposed of.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at

[LALS.CentralBS@leics.gov.uk](mailto:LALS.CentralBS@leics.gov.uk)

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to Leicestershire Adult Learning Service at Room 600, Adults and Communities, County Hall, Glenfield, Leicester, LE3 8RL.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.