

Leicestershire Adult Learning Service's Privacy Statement

This policy sets out how Leicestershire Adult Learning Service uses and protects any information that you give, and is to inform you how your personal information will be used by the Department for Education, the Education and Skills Funding Agency (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.

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 2018.

How We Use Your Personal Information

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.

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

The information you provide 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.

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 ESFA. 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 create you an account on the Adult Learning Service Learning Platform (Moodle/VLE)
- We may create you an account for relevant curriculum resources/assessment sites, venue access etc
- If you opt in we may periodically send promotional emails about new courses, special offers or other information which we think you may find interesting using the contact details and contact preference which you have provided. You have the opportunity to opt out at any point.
- If you opt in we may also use your information to contact you for market research purposes. using the contact details and contact preference which you have provided. You 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 up to 20 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 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

On 1 July 2018 we will opt out all your contact preferences unless you tell us different going forward from that date. You may change your mind at any time either at enrolment, in person or by writing to or emailing us at 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 data protection legislation. 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.