



Adult Skills and Community Learning Privacy Notice

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At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when the Council collects your personal information. This notice applies to information the Council collect in relation to your learning with Barnsley Adult Skills and Community Learning.

Stage one: Who are we?

The Adult Skills and Community Learning Service provide courses across the Barnsley borough, working with adults, families, businesses and community organisations.

We offer a wide range of learning opportunities, at different levels and across a variety of subject areas. Our courses are delivered in a supportive and friendly environment, enabling our learners to get the most out of their learning and achieve their goals, whether that's to gain a new skill, get a qualification, improve wellbeing or pursue a hobby.

Stage two: What type of information we will collect from you

- Personal information such as name, address, telephone number, national insurance number, unique learner number, nationality
- Special information such as ethnicity
- Contract information such as start dates, hours, post, roles, salary details
- Qualifications
- Attendance and absence information, such as sessions attended, absence dates and absence reasons
- Medical information, disability information and special educational needs information
- We also obtain information from other sources, such as referrals from partnership organisations like the Job Centre.

We will not collect any information from you that we do not need to provide and oversee this service to you.

Stage three: Why do we need your personal information

We will use your information to:

- enable us to carry out specific functions for which we are responsible, such as: to enrol learners on courses; to monitor and report on learners' progress, to record learner attendance and achievement; to register learners with awarding bodies for accredited qualifications and exams; to provide appropriate additional support and information, advice and guidance.

Stage four: How we will collect your personal information

- We collect your personal information through the process of enrolling on a course with us.
- We also obtain information from other sources/third parties, such as referrals from partnership organisations like the Job Centre

Stage five: Our Legal Basis for processing your information

We collect and use your information under the GDPR - Article 6 (1)(c)

and Article 9 (2)(b). The Department for Education (DfE) is the data controller for personal data processed by the Education and Skills Funding Agency (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).

Stage six: Why we may need to share your information

The Council will not share your information with anyone without consent unless the law and/or our policies allow us to do so for example, in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

Stage seven: Who we may share your information with

Where there is a need identified, as outlined in section 6 above, your information will be shared with:

- Education and Skills Funding Agency (ESFA)
- Department for Education (DfE)

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).

- South Yorkshire Police (SYP)
- Department for Work and Pensions (DWP)

Stage eight: How long will your information be kept?

ASCL are required to keep your basic personal information (that you provide to us for the purpose of enrolling onto a course) as follows:

Once your enrolment information has been input to the management information system, your paper enrolment form is filed securely. These are kept in total for a period of 6 years, after which time they are securely destroyed.

For more information on our retention schedule please visit [Barnsley Metropolitan Borough Council privacy notice](#).

Stage nine: What will happen if you fail to provide personal information?

If you fail to provide the personal information requested on our enrolment form/during our enrolment process, the Adult Skills and Community Learning Service will not be able to enrol you onto a course.

Stage ten: How to access and control your personal information

SFA Privacy Notice:

A Privacy Notice is provided 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. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. 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, visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

The Council has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at informationrequests@barnsley.gov.uk or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on DPO@barnsley.gov.uk.

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at www.ico.org.uk