



# Skills and Employment Privacy Notice

Most recent update: 17 May 2024

## Introduction

This Privacy Notice is issued by Cheshire West and Chester Council's Skills and Employment team to inform their learners/customers how their personal information will be collected, used and kept safely in line with new General Data Protection Regulations 2018.

## Data Control

In line with new Data Protection Regulations, the Senior Manager for Economic Growth is the Data Controller for personal information processed by the Skills and Employment team including Work Zones. For learner data passed to the Education and Skills Funding Agency under our Adult Education contract, the Department for Education (DfE) is the Data Controller.

## Why Do We Collect Your Personal Data?

Your personal information is used by the council's Skills and Employment team to exercise its functions, ensure eligibility for provision, secure funding, register learners for qualifications with awarding bodies, and to update the Individual Learner Record (ILR) as per our contract with the ESFA (an executive agency of DfE).

## Our Legal Basis For Collecting Data

The lawful basis for processing your data is 'public task' as the council's Skills and Employment team are fulfilling contracts from the Department for Education relating to relevant education and skills legislation.

## Sharing Your Data

Your information 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. For example, the Work Zone, the Department for Education, the European Social fund (ESF) Managing Authority or their agents may contact you to find out what impact your learning and/or participation in our service has had on you. We may also share your data with prospective employers or training organisations in the interest of helping you to positively progress.

## How We Protect Your Personal Data

We have an Information Security Policy in place covering all customer/learner data collected by ourselves and our sub-contracted learning provider partners. Learner/customer records are always stored in secure environments and can only be accessed by eligible staff.



### Data Storage

Whenever we collect or process your personal data, we will only keep it for as long as necessary for the purpose for which it was collected. Some Skills and Employment programmes were funded by the EU. Any such courses between 2014 and 2019 will have records held until the end of March 2027. All records for courses from 1 February 2020 onwards will be held for 6 years.

### Your Rights Over Your Personal Data

You have the right to:

- Access to the personal data we hold about you,
- The correction of personal data when incorrect, out of date or incomplete,
- The right to object to the use of your data.

The [Department for Education's privacy information](#) and [Cheshire West and Chester Council's data protection pages](#) contain further information about use of and access to your personal data, and details of organisations we share data with.

### Learner customer declaration

I understand that Cheshire West and Chester council will process my data as outlined above.

I understand that, in line with best practice, Cheshire West and Chester council and their partners may need to contact me to check on my progress to employment or further learning, to offer further help towards employment or further learning or to seek my views on work of the council's Skills and Employment team or their partners.

In addition I understand that I can opt in to be contacted by the Education and Skills Funding agency, its partners or funders.

### I agree to be contacted:

*Please tick boxes*

About courses or learning opportunities		For surveys or research	
By post	By email	By phone	
Learner signature		Date:	