



## Privacy Notice (How we use learner information)

### The categories of learner information that we collect, hold and share include:

- Personal information (such as name, address, date of birth and contact numbers)
- Attendance information (such as sessions attended and number of absences)
- Evaluation data regarding the effectiveness of the course
- CCTV imagery

### Why we collect and use this information

We use the learner data:

- to support student learning
- to enable ongoing contact with learners
- to enable contact with a designated person in the case of an emergency
- to monitor and report on learner satisfaction
- to assess the quality of our services
- to comply with the law regarding data sharing

### The lawful basis on which we use this information

We collect and use learner information under following lawful bases:

Public task: the processing is necessary for us to perform a task in the public interest or for our official functions.

Vital interests: the processing is necessary to protect someone's life.

Consent: the individual has given clear consent for us to process their personal data for a specific purpose by completing an enrolment form.

### Collecting learner information

The information you provide to us is done so on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### Storing learner data

We hold learner data securely for the current year + 6 years after which all information is destroyed as confidential waste and/or deleted securely from electronic systems.

### Who we share learner information with

Your information is shared with your tutors on a need to know basis. We do not routinely share learner information with any other groups/individuals or local authorities.

## Why we share learner information

We share learner information with tutors in order for everyone to gain the most from their learning experience. Where specific information needs to be divulged for an individual's well-being authorisation from the individual is sought.

## Requesting access to your personal data

Under data protection legislation, learners have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your record, contact Pauline Wells, Community Admin Officer or Giles Davis, Data Protection Officer on 01264 364533

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this Privacy Notice, please contact:

Pauline Wells, Community Admin Officer or Giles Davis, Data Protection Officer on 01264 364533.