



# Blackburn with Darwen Council Privacy Notice

**Service area** – Adult Learning - (Prevention, Neighbourhoods and Learning Service)

## **Purpose we collect the data**

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.

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 the Data Protection Act 1998 data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

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

## **Categories of data we collect**

Name  
Address  
Date of Birth  
Telephone Numbers  
Gender  
Email  
National Insurance Number  
Unique Learner Number  
Ethnicity  
Nationality  
Disability Information  
Employment Status  
Previous Qualification  
DwP Benefits Details  
Photos/Images

## **Legal basis for processing**

External Funding data collection requirements for ESFA

Apprenticeships, Skills, Children and Learning Act 2009  
Article 6(1)(a) GDPR consent for photo image use in social media

**Who we share the information with**

Department for Education  
Education and Skills Funding Agency  
Information Advice & Guidance Service  
Tutors and Curriculum Officers  
Welfare Call

**How long we hold the data**

The retention period for personal records is stipulated by the ESF. The current project runs between 2014-2020 and records need to be kept until the 31st of December 2030. The previous project ran between 2007-2013 and records for that need to be kept until the 31st of December 2022