

Privacy Notice for Community and Family Learning



Nottingham City Council Information Compliance

Service Area: Employment and Skills
Directorate: Growth and City Development
PN-0033

07/2024

The Community and Family Learning are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- for the purpose of fulfilling the Education & Skills Funding Agency (ESFA) contract.
- to submit data reports to the ESFA about our courses and the learners who have attended these courses.
- to submit data reports to the Department for Levelling Up, Housing and Communities (DLUHC) about our courses and the learners who have attended these courses.
- to submit data reports to the UK Shared Prosperity Fund (UK SPF) and the ESFA about our courses and the learners who have attended these courses.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your: (this may include all, or some of the following, depending on the service).

- Name
- Address
- Telephone number
- Email address
- Date of Birth
- Gender
- Employment status (whether you are employed or unemployed) and length of time.
- Prior levels of learning
- Financial information such as the benefits you receive or are entitled to.
- Languages spoken
- Length of time you have resided in the UK

The information we process about you may include the following 'special categories of personal data':

- Race or Ethnic origin
- Physical or mental health

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is necessary for the performance of a task carried out in the public interest by the Council.

This is a result of the powers or duties contained in:

- Apprenticeships, Skills Children and Learning Act 2009

The condition under which we process 'special categories of personal data' is that such use is explicit consent to the processing of your personal data for one or more specified purposes and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council may share your personal information with:

- Education & Skills Funding Agency (ESFA)
- Department for Levelling Up, Housing and Communities (DLUHC)
- UK Shared Prosperity Fund (UK SPF)
- The partners that are involved in your learning.

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which

information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You are not obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data you will not be able to access the learning courses on offer.

How long will the Council retain the data for?

The information that you have provided will be kept for 6 years from the end of the academic year you are enrolled on.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website: <https://www.nottinghamcity.gov.uk/your-council/about-the-council/access-to-information/information-request/>. You can find the IAR at the bottom of the website under the banner “Nottingham City Council’s Information Asset Register”.

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as ‘the right to be forgotten’

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .