

How We Use Your Personal Information

The London Borough of Tower Hamlets is registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 1988. We will keep your data for a maximum of 6 years in line with our retention schedule and to meet the requirements of our funding providers, The Education and Skills Funding Agency (ESFA).

This privacy notice is issued 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 the Data Protection Act 1998, 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).

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.

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, and details of organisations with which we regularly share data are available at:

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

You will also be contacted by Idea Store Learning after you have completed your learning programme to gather data on learner destination. As a condition of funding we are required to collect this data so the ESFA can find out how the provision is contributing to the future success of learners.

We process your data in accordance with the General Data Protection Regulation (GDPR) and UK privacy legislation. If you have any concerns the Council's Data Protection Officer can be contacted at DPO@towerhamlets.gov.uk

You can choose to receive contact for other purposes by ticking any of the boxes in section 4 Marketing and Surveys. You have the right to have any incorrect data amended and the right to withdraw consent at any time.

LBTH will never pass your details onto private companies. However, we may from time to time send you information about reduced rate promotions, events, courses, or improvements to the services such as enrolments.

Further information related to how Idea Store Learning will process your data can be found at:

<https://www.ideastore.co.uk/Legal>