

PN077-PRIVACY NOTICE

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR) effective from the 25th May 2018.

TCBC Service Area:	NSPPP
Work area:	Skills and Employability
Contact Details:	Angela Price
Privacy Notice Name:	Adult & Community Learning full notice

This notice is intended for people who have signed up to a Torfaen Adult Education class.

Data controller:

Torfaen County Borough Council
C/o Civic Centre
Pontypool
NP4 6YB

Data Protection & Information Governance Officer:

Susan Bullock
01633 647467
Email: dpa@torfaen.gov.uk

1) Have we sourced your personal data, directly from you?

We get most of the data directly from you from the forms that you complete as part of the enrolment process or from telephone calls you may make to us.

We may also receive some data about the qualifications you get directly from the awarding body.

2) What information does the Council collect about you?

The Council collects and processes a range of information about you.

This includes

Personal Identifiers: such as Name, Date of Birth, National Insurance number, your previous surname (if any), Unique Learner Number and an ACL issued identification number;

Your contact details and your emergency contact details;

Length of time you have been resident in the UK

Your previous Adult Learning provider (if any)

Employment status details such as if you are currently in or out of work and for how long.

Equality of Opportunity data such as gender, ethnicity, national identity and learning difficulties, disabilities and health conditions.

Welsh language data such as your skills and qualifications in using the language and your preferred language for communication and for study.

Data relating to the activities you undertake with the ACL service such as course details, dates, attendance and qualifications entered and attained.

Unspent convictions.

3) The Council may collect this information in a variety of ways:

Your data is collected from you by our staff through the application forms and other paperwork you complete. Data about the qualifications you attain may be collected from the awarding bodies of those qualifications.

We will store your data:

We hold the original paper copies of the data in secure filing and also an electronic record in a secure internal database accessible only to a small number of authorised staff.

4) Why does the Council process your personal data?

We need to process this personal data to carry out a task in the public interest (the provision of adult learning classes) in our capacity as a public body.

We also hold data to enable us to meet our obligations in reporting to the Welsh Government via Coleg Gwent and claiming money for the work we do.

We will use this data for any or all of the following purposes:

- To contact you about matters relating to your learning activity
- To contact you about further opportunities for learning if you have consented to be on our mailing list.
- To keep track of your learning with us
- To plan future classes and improve our delivery
- To keep track of any payments or refunds owing
- To provide report and support funding claims to our funding bodies

5) Special categories of personal data:

We collect some data about your health and any criminal convictions in order to provide the most appropriate and effective support that meets your needs and circumstances.

We collect your health data as well as data about your ethnicity and national identity because this is required for reporting purposes to the Welsh Government.

We can process this category of data because:

You have given explicit consent for us to do so.

6) Who has access to your data?

We will share the minimum necessary data with the following organisations. Each of these controllers are also directly responsible to you for the data that they hold and will have their own privacy policies that will apply to their use of your data. We will endeavour to provide you with links to these policies where possible.

Awarding and/or certifying bodies (such as Agored Cymru, BCS etc.) for your course in order for you to receive a qualification.

Your information may be shared with Coleg Gwent and with the Welsh Government for the purpose of reporting the work of the ACL service and in order to receive funding for our work. Your enrolment form will tell you which type of class you are enrolled on.

Type of Class	Shared with Coleg Gwent?	Shared with Welsh Government?
Franchise course Enrolment on a Coleg Gwent enrolment form	Yes – Coleg Gwent are the joint data controller with WG. TCBC acts as a data processor	Yes – WG and Coleg Gwent are the joint data controllers.
Direct Funded course	Yes – Coleg Gwent acts as a processor for TCBC direct funded courses	Yes – WG and TCBC are the joint data controllers.
Full Cost course	No	No

Is the Data transferred out of the EEA?

No

7) How does the Council protect data?

The Council has internal policies in place to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Furthermore data is not accessed by employees except in the performance of their duties.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are

also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

8) How long does the Council keep your data?

The Council will hold your personal data only for the period that is necessary and will follow organisational and Local Authority standards in this area. We will keep your information in line with our Local Authority retention schedules. The ACL service operates a 3 year retention policy for learner data.

9) Are we making automated decisions/profiling with your data?

No

Your rights

You have a number of rights you can exercise:

- access and obtain a copy of your data on request
- require the Council to change incorrect or incomplete data
- under certain circumstances you can require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- to know the period of time that the data will be stored for
- the right to data portability
- the right to withdraw your consent at any time
- the right to lodge a complaint with a supervisory authority (Information Commissioners Office)
- to be informed of the potential consequences of if you fail to provide data to the Council
- to be informed of the existence of any automated decision-making, including profiling and the consequences of this for you.

If you would like to exercise any of these rights, please contact Angela Price angela.price@torfaen.gov.uk

DOCUMENT CONTROL

Title:	PN077 – Adult & Community Learning full privacy notice		
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REVISION HISTORY

Issue Date	Version / Status	Reason for Change	Changed By:
April 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock
June 2019	2.0 Live	Reviewed – no changes	N/A