

Privacy Statement 2017/18

How We Use Your Personal Information

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 relevant data protection legislation, 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 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 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.

The college may share relevant information with the awarding organisations that will certificate your course (where appropriate this may be sensitive information), the relevant local authorities and for students entering college from year 11, their previous school. This is to fulfil our statutory obligations set out by the DfE.

Where your employer is paying for your course or you are undertaking an apprenticeship the college may share information with your employer.

Data Protection laws are changing and your privacy is important to us. We now require you to tell us where we can use your image.

Further information about use of and access to your personal data can be found at www.wiltshire.ac.uk. For 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>