

# COMMUNITY LEARNING AND SKILLS

 	<p><b>Who are we?</b></p> <p>We are Kent Adult Education; Family Learning and we are part of Kent County Council (KCC).</p> <p>Family Learning helps to deliver courses and learning to you, through our Adult Education Centres, Schools, Children’s Centres or Community Venues.</p>
	<p>This is a shorter easy read document of the full privacy notice.</p> <p>You can read the full <a href="#">Privacy Notice on Kent Adult Education</a>.</p>
	<p>We have to take care of your personal information and tell you:</p> <ul style="list-style-type: none"> <li>• What personal information we collect</li> <li>• How we collect personal information about you</li> <li>• The reasons we can collect and use your personal information</li> <li>• How long we will keep your information for</li> <li>• How we use the information</li> <li>• Who we will share it with</li> </ul> <p>This is called a Privacy Notice and we must give you this information by Law.</p>
	<p>These laws are called the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).</p> <p>Kent County Council (KCC) collects, uses and is responsible for certain personal information about you.</p> <p>We are responsible as ‘controller’ of that personal information and our Data Protection Officer is Benjamin Watts.</p>

## What personal information do we collect?

Personal information is information about you, and we collect the following:

- Your contact details (such as your name, address, telephone number and e-mail)
- Your date of birth
- Your Unique Learner Number (ULN)
- Your National Insurance Number
- Your emergency contact details or next of kin
- Attendance information (how many times you have come to class and if you have been absent for any reason)
- The results of any of your qualifications or courses both from school/college or those you gain through studying with us
- Destination and progression information (what you do after you have finished your studies with us)
- Your feedback on the learning or course you have received
- Comments/quotes, photographs, or images of you if you have said we can.



We also collect the following 'special category data' (personal data which is more sensitive and is treated with extra care and protection)

- Information such as your nationality, country of birth, and racial or ethnic background.
- Information about any health conditions, disabilities or learning difficulties that may apply to you.
- Information about you and your circumstances, including any health and safety concerns that may be relevant.
- Information about current criminal convictions and offences, allegations, or related security measures/incidents



## How we get your personal information

Most of the information we have about you is given to us by you, when you enrol on one of our courses, but sometimes we may get information from other people such as:

- A referral partner or charity that you have engaged with
- Your place of work or work experience
- Local authorities, such as KCC or Social Services
- Your local Children's Centre, School or Library
- Examination boards or Awarding bodies
- Department for Education (DfE), the National Pupil database and the Education Skills Funding Agency (ESFA)





## Reasons we can collect and use your information

We collect and use your information under the lawful basis of legitimate interests

Our legitimate interests are to process your personal information so that we can offer you the best possible learning experience. To be able to claim the relevant funding from authorities for our courses and evaluate the services we provide.

We collect and use sensitive information for reasons of public interest. These are:

- Equality
- Safeguarding of children and individuals at risk

Also, for archiving, research, and statistical purposes.



## How long do we keep your information for?

How long we keep your information for will depend on the type of course that you have enrolled on.

This is because we are required by the Education Skills Funding Agency (ESFA) to keep information for a longer period of time, if you have studied for a qualification. These are known as accredited courses and are normally courses such as English and maths.

For accredited courses, we will keep your information for up to 14 years from your last enrolment or for community-based learning such as craft or parenting courses we will keep your information for 7 years from your last enrolment, or for as long as the law tell us it must be kept for.

When we don't need it anymore, we will either delete it off our systems or destroy it.

We make sure that when we delete or destroy your information it is done properly, and we follow what the law says we must do, so your information doesn't get lost or seen by anyone who isn't allowed.



## How we use your information

We use your information to:

- Enrol you on your chosen courses or learning
- Provide you with access to IT equipment and on-line applications
- To provide you with support for your learning
- To register you with Examination boards or Awarding bodies
- To ask you for feedback so we can evaluate, or quality assure our services
- To offer you other learning or courses which may be appropriate to you if you have said we can.
- To register you with the National Pupil Database if required
- To find out what you are doing after you have left us, this is sometimes called destination and progression.
- To see if you have attended your classes or are absent for any reason.
- To look into any complaint, health and safety or safeguarding concerns.
- To help train our staff on our systems and how to do an enrolment.
- To claim funding from the ESFA or other organisations for our courses



## Who we will share your information with

We might share your personal information with:

- Teams within KCC and our partners who might help you or your family
- Schools, colleges, children's centres, or other training providers
- Partners we trust, which may include doctors and nurses, other councils, and the Courts
- The government, including the DfE, National Pupil Database and the Education Skills Funding Agency (ESFA)
- Awarding bodies and Examination Boards
- Your employer or work placement
- Ofsted or Matrix assessment
- Charities or other referral partners

We must share personal information with the Police if we are asked to by law.



## Keeping your personal information safe

We have security which prevents information from being accidentally lost or used in the wrong ways.

We only let people see your information if they have a work reason to know it.

Anyone seeing your information must do it confidentially. This means that they must not share it unless there is a good reason, such as if you or somebody else's safety is at risk.



## Your rights

Under the UK GDPR you have rights. For free, you can:

- Know what we are doing with your information and why we are doing it.
- Ask to see what information we have about you (Subject Access Request).
- Ask us to correct any mistakes in the information we have about you.
- Object to direct marketing
- Make a complaint to the Information Commissioners Office (ICO)

If you have any concerns about how your data is used or you would like to exercise your rights, please speak to your Tutor, or [contact us via email](#).



## To make a complaint to the ICO

If you feel that your concerns or requests have not been dealt with properly you can contact the ICO on their website via the [Your Personal Information Concerns](#) page.

Or by telephone: 0303 123 1113