



Skills Programmes Privacy Notice

This document details what personal data the Liverpool City Region Combined Authority (LCRCA) processes as part of its responsibility for commissioning and administering multiple skills programmes for Liverpool City Region residents.

What skills programmes are covered by this policy

The following skills programmes are covered by this policy:

- Adult Skills Fund (ASF)
- Free Courses for Jobs (FCFJ)
- Multiply
- Skills Bootcamps

When we collect and use your personal information, we need to follow the law. The main laws are the [Data Protection Act \(DPA\)](#) and the [UK General Data Protection Regulation \(UK GDPR\)](#).

How we collect your personal information

We collect your personal information where the law allows it, or we have a legal obligation to do so. Your personal information is collected to enable us to carry out the functions of the LCRCA.

The lawful basis for collecting and using your personal information will depend on the service and will normally be:

- where we need to for the purposes of LCRCA functions
- where we have your consent to do so
- where we have a legal obligation

How we share your personal information

We may share your personal information with other services run by the LCRCA, and other organisations, where the law allows it or we have a legal obligation to do so:

- with a third party who is working for LCRCA under contract • with organisations for the purposes of:
 - administration
 - provision of career and other guidance
 - statistical and research purposes, relating to education, training, employment and well-being prevention or detection of crime

Other organisations include:

- Department for Education (DfE)
- Ministry of Housing, Communities & Local Government



How long we will keep your personal information

We will keep your data for a maximum of 7 years from the end of the academic year once you have ended your learning activity, after which it will be securely destroyed.

However, we may need to keep your personal information indefinitely for research and statistical purposes. We will put in place necessary measures to safeguard this information.

If you have any questions about how your information is being used you can contact the LCRCA's Data Protection Officer at

DPO@liverpoolcityregion-ca.gov.uk

0151 330 1679

1 Mann Island, Liverpool, L69 3HN

The existence of each of data subject's rights

- The GDPR provides you with the following rights when it comes to your personal data:
- The right to be informed how your personal data is being processed
- The right of access to the personal data we hold about you, which includes providing copies of the information to you within one month of a request. We may charge a reasonable fee to provide this information based on our administrative costs of responding (i.e. photocopying, postage, etc.).
- The right to rectification of any incorrect or incomplete data we hold about you
- The right to erasure, also known as 'the right to be forgotten', where
- Your information is no longer required for the purpose it was collected
- You withdraw your consent
- You object to the CA processing your information (and there is no overriding legitimate interest for continuing the processing)
- The CA has breached the GDPR when processing your data
- There is a legal obligation to delete the data (such as a court order)
- The right to restrict processing, which limits what the CA can do with your information
- The right to data portability, where any automated processing of your information based on your consent or as part of a contract is made available for your reuse
- The right to object to direct marketing or any processing based on the performance of a task in the public interest/exercise of official authority or for the purposes of scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling, where a decision made by a computer has a legal or significant effect on you.

The right to withdraw consent at any time

If we are processing your personal information using your consent, you can withdraw your consent at any time by contacting both LCRCA and the DfE

If you need access to any of your data protection rights regarding any of the above, please do so by following the process as detailed in the [DfE ILR Privacy Notice](#).

Further information on processing your information

Learner information

Personal information is collected by the LCRCA in accordance with the terms and conditions of funding imposed on providers of learning, for example, further education colleges and private training organisations. Your personal information is processed by the DfE, and passed to us when they process your information, to enable the DfE to carry out its functions.

Learner information collected by the DfE is known as the Individualised Learner Record (ILR). The specification and standards for the ILR are published for each academic year (1 August to 31 July) by the [DfE, which is sent to LCRCA as the commissioner](#). This specification informs the personal, and sensitive data that is collected and provides more information about the use of your information.

Learner contact information collected by the DfE and LCRCA may be used for the purposes of research and surveys to enable both parties to carry out its functions or, where learning is funded by the Department for Work and Pensions to carry out its functions. This contact information will only be used for the purposes of other research and surveys with the consent of the learner.

Learner information is also collected and supplied to the Learning Records Service, a part of the DfE. Your information is used by the DfE to issue learners with a Unique Learner Number, and to create and maintain your Personal Learning Record. More information about this use of learner information is published by the [Learning Record Service](#).

Sharing data

In order for LCRCA and the DfE to carry out its functions:

- LCRCA, the DfE and training providers share data to ensure accuracy of information held in relation to the funding of learning - a training provider may need to share your information with another training provider in order to verify accuracy of information in relation to a claim for funding from LCRCA
- your personal information may be shared with another training provider for the purposes of your continued learning

In the event that a further education college or other training provider is unable to continue the delivery of training funded by LCRCA (for example, where a training provider is a limited company that is dissolved) LCRCA and the DfE (where applicable) will endeavor to make arrangements for the secure transfer of information, including your personal data, from the former training provider to another training provider to support your continued learning. It may also request information from Awarding Organisations to establish at what stage your learning has reached according to their records.

The right to lodge a complaint with a supervisory authority



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

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You have the right to lodge a complaint regarding the processing of your personal data to the UK's supervisory authority, the Information Commissioner, who can be reached using the details below:

The Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF <https://ico.org.uk/>

0303 123 1113