

# Privacy Notice

## *Adult Learning and Skills Service*

**This Privacy Notice is designed to help you understand how and why the Adult Learning and Skills Service (ALSS) processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).**

### **Who are we?**

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). ALSS are a government funded SEN provider and are part of the North Yorkshire County Council's Education and Skills Department.

ALSS provide specialist further education for young people aged between 16 and 25 with physical disabilities and/or learning disabilities. Our Personalised Learning Programme provides a tailored pathway for young people to promote learning and to further develop their skills for independence and employment.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer (Veritau Ltd)  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL  
[infogov@northyorks.gov.uk](mailto:infogov@northyorks.gov.uk) / 01609 53 2526

### **What personal information do we collect?**

ALSS will collect the following categories of personal data from you: your name, gender, date of birth, National Insurance Number, address, postcode, contact details such as phone or email, employment status, where you progress to after the course and any previous qualifications you may have.

ALSS will also collect certain specialist categories of data such as ethnicity and health condition/ disability status.

### **Why do we collect your personal information?**

Your personal data will be used to carry out our responsibilities with regards to arranging and delivering your adult learning training. The Council will also use your data for statistical and research purposes so that it can improve the services that it provides.

We may also process your data in order to contact you about learning opportunities, for surveys and research and we may contact you after your programme to establish whether you have entered employment or gone onto further education or training.

### **Where do we get our data from?**

Although most personal data is supplied directly by the learners to NYCC's Adult Learning and Skills Service, we do also process personal data from elsewhere that help us to provide appropriate learning that meets learners with additional learning needs and allows us to meet our Health and Safety, Prevent and Safeguarding obligations.

This personal data is in the form of Education Health and Care Plans (EHCP), LS1s and other relevant reports from medical or therapeutic professionals. Usually this data would be supplied by a Special Educational Needs Team within the relevant local authority or the learner or their family.

### **Who do we share this information with?**

The personal information you provide to NYCC is passed to the Education and Skills Funding Agency (ESFA), and the Department for Business, Innovation and Skills (BIS). Where necessary it is also shared with the Department for Education (DfE).

The information is used for the exercise of functions of these government departments and to meet 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).

The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research. You may be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme.

This data would be shared with our Learning Support Manager, Data and Exams Officers and some subcontracted partners who provide the personalised learning. As part of our contractual obligations we will share your data with examining bodies where relevant to the learners' accredited learning objectives.

If you are mandated to attend provision by a job coach at Jobcentre Plus we are required to share information about your attendance with them.

### **How long do we keep your information for?**

The personal data that you provide ALSS will be kept for ten years. Some information may also be kept for thirteen years as determined by ESF.

### **What is our lawful basis for processing your information?**

North Yorkshire County Council is processing your personal data based on legal obligations to provide specialist further education for SEN young adults. The Council processes Special Category data based on legal obligations relating to social protection law, The primary legislation that the Council relies upon is the Apprenticeships, Skills, Children and Learning Act 2009.

If you have opted to receive general updates from our service, such as newsletters or marketing material, then the Council processes your personal data based on your consent.

**For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).**