

Privacy Notice - Luton Adult Learning

Luton Borough Council is committed to protecting your privacy when you use our services.

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at feedback@luton.gov.uk

Data Controller	Robin Porter, Luton Borough Council, Town Hall, George Street, Luton, LU1 2BQ
Data Protection Officer	Katy Bodycombe feedback@luton.gov.uk
Data being processed: Personal Data	<p>Personal Data: Name, address, email address, telephone number, date of birth, gender, household make up including contact information for next of kin and others providing significant support, financial information including bank account details and benefit entitlement,</p> <p>Special category data:, health information including mental health, disability status and medical conditions, ethnicity, religion and sexual orientation, exam results and data, learner progress information</p>
Purpose for using it	<p>To provide information and advice about services provided by Adult Learning.</p> <p>To carry out assessments to determine eligibility for funding</p> <p>To determine appropriate contribution towards service provision</p> <p>To safeguard children & adults who are experiencing or at risk of abuse or neglect and who are unable to take action to protect themselves.</p> <p>To register learners with the; DfE, ESFA, MHCLG, employers, examining bodies and for end point assessment, to inform the ILR</p>
Lawful basis Statutory	<p>To carry out the performance of a legal obligation</p> <p>To carry out the performance of a public task</p> <p>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.</p>

Who we share it with	<p>Department for Education Ministry For Housing, Communities & Local Government Education and Skills Funding Agency Examining boards eg City & Guilds, Gateway, Assessment and Qualifications Alliance Smart Assessor Tribal Pellcomp software (PICS)- Other council departments MASH team as necessary Employers (as needed) Job Centre (as needed) Sub-contractors (as needed) Other learning providers (as needed) Basic and Key Skills Builder (BKSB)</p>
Why we share it with them	<p>To enable the council to carry out its statutory duties. In certain circumstances we may be required by a court to disclose information about an adult. Disclosure may also be required under public health grounds or in relation to a criminal investigation.</p>
Any automated decision making or profiling	None
Transfer of data to another country	<p>Some information may be held on cloud based services which are held in other countries who are compliant with the General Data Protection Regulation or certified under the EU-US Privacy Shield scheme.</p>
Retention Period	<p>The data will be kept in accordance with our retention schedule</p>
Exercising your rights	<p>You have the right to ask us to amend or delete your data as well transfer or limit its use. You also have the right to request a review of an automated decision where you think this is wrong.</p> <p>Each request will be considered individually. Where we are required to keep your data by law we may be unable to action your request. In all circumstances we will explain our decision making in writing to you.</p>

How to make a complaint:	Luton Council: feedback@luton.gov.uk	In the first instance please contact Luton Council – if this does not resolve the matter, please contact: Information Commissioner's Office https://ico.org.uk/make-a-complaint/ 0303 123 1113.
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If you want more information about how we keep your data safe please see our main privacy statement at <https://www.luton.gov.uk/privacy-cookies/privacy-notice/Pages/default.aspx>