

Privacy notices, how we use your personal information, ESF match funding

Please read the following privacy notices, data protection statement and ESF match funding information below. Once you have read through these, please tick to confirm on the online enrolment.

LRS Privacy Notice 2022-23

Privacy notice for pupils, students, learners, and trainees

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning Records across England, Wales, and Northern Ireland, and is operated by the Department for Education (DfE) in England. This privacy notice explains how we use your personal information. For the purposes of relevant data protection legislation, the DfE is the data controller for personal information processed.

Who we are?

The LRS supports the DfE by collecting learner information from training providers and awarding organisations. For the purposes of relevant data protection legislations, the DfE is the data controller for personal information we process.

How we will use your information

We receive your personal data from:

- schools, colleges, local authorities, and training/learning providers
- accredited achievement data supplied by awarding organisations

The aims of LRS are to:

- create a trusted and verified record of learning for citizen across England, Wales, and Northern Ireland
- enable education organisations to access these records when required to support individuals with enrolment to education and careers advice, ensuring they get access to the correct education and government funding
- issue you with a Unique Learner Number (ULN)
- create your Personal Learning Record (PLR)

The nature of your personal data that LRS will process

The categories of personal data that can be processed in LRS includes:

- personal contact details
- data related to an individual's learning
- data and information about your learning, including courses and qualifications you are taking or have taken

To ensure that our records are accurate, it may be necessary for training providers to collect further personal information from you. This information will be used to identify the correct learner where their personal information is similar to other learners (e.g. name(s) and date of birth):

- where further information is required to distinguish between learners, the following personal information is deemed as mandatory:
- last known post code
- date of birth
- gender

Why our use of your personal data is lawful

For our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For LRS, the relevant conditions are:

- Article 6(1)(e) UK General Data Protection Regulations (GDPR), to perform a public task as part of our function as a department

Who we will make your personal data available to

We sometimes need to make personal data available to other organisations. These might include contracted partners (who we have employed to process your personal data on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes).

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation. For LRS we share your personal data with the following:

- schools, colleges, local authorities, and training/learning providers when you enrol onto a course
- awarding bodies to record achievement/attainment information such as exam or course grades
- permitted organisations such as Federation for Industry Skills & Standards (FISSS) and Universities and Colleges Admissions Service (UCAS) to record or verify individual's qualifications



How long we will keep your personal data

DfE will keep your personal data as part of LRS for 66 years after which time it will be deleted.

Your data protection rights

You have specific rights under data protection law. You can:

Request a copy of all information relating to you held by the DfE. You can do this by making a Subject Access Request using the [DfE Contact Form](#).

DfE processes your personal information on LRS in the exercise of its official authority under the Education Act 2011 and the Apprenticeships, Skills, Children & Learning Act 2009. This allows us to ensure that training providers are claiming for the correct government funding, safeguard public money and prevent fraud.

More information about how the DfE handles personal information is published in the [DfE Personal Information Charter](#). If you need to contact us regarding any of the above, please do so via the DfE site at [DfE - Contact Us](#). If you are unable to use the online contact form, you can write to us at the address provided under Contact Information below.

Further information about your data protection rights appears on the Information Commissioner's website at [Information Commissioners Office - Individual Rights](#)

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 16 August 2022. <https://www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice>

ESFA Privacy Notice 2022-23

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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the ESFA Privacy Notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

Using our online contact form <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

By telephoning the DfE Helpline on 0370 000 2288

Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>



DurhamLearn at Durham County Council – How we use your personal information

Data Protection Act 2018

Durham County Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's privacy statement, which can be accessed on the Privacy page on the DCC website.

DurhamLearn shares information with the Education and Skills Funding Agency (ESFA) to enable it to exercise its functions and to meet its statutory obligations. Further information about the use and access to data by the ESFA can be found on their privacy notice at <https://www.gov.uk/government/publications/esfa-privacy-notice>

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 the Data Protection Act 2018.

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. Further information about the use and access to data by the ESFA can be found on their privacy notice at <https://www.gov.uk/government/publications/esfa-privacy-notice>

You can opt in to contact from DurhamLearn for other purposes by ticking the relevant boxes in the online enrolment.

The DurhamLearn privacy notice provides more specific information on the data collected and how it is handled, a copy of which can be accessed on the DCC website or from DurhamLearn at durhamlearn@durham.gov.uk

If you have any concerns about how your data is handled, please contact the Data Protection Officer at DPO@durham.gov.uk or the Information Commissioners office casework@ico.org.uk

ESF Match Funding

Your course is funded by DurhamLearn at Durham County Council through partnership with the Education and Skills Funding Agency.

This provision is also used as match funding for a European Social Fund (ESF) Co-financing project. ESF in England is investing in jobs and skills – focusing on people who need support the most and helping them fulfil their potential.

