



ESFA (The funder)

How We Use Your Personal Information

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). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations.

For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. 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 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

You can agree to be contacted by other third parties by ticking any of the following boxes:

- About courses or learning opportunities.
- For surveys and research.
- By post.
- By phone.
- By e-mail.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

Groundwork (The deliverer of your learning)

How We Use Your Personal Information

Groundwork is a group of not-for-profit Voluntary and Community Sector (VCS) organisations funded by the Education and Skills Funding Agency (ESFA) to deliver learning under the Adult Education Budget funding. As a provider, *Groundwork* is required to collect and store learner information. This will then be used to report to the organisations outlined above.

How your information will be used:

Under relevant data protection legislation, the following information relating to you will be used:

Personal details (name, age, address, contact details); academic, work and training information; your details as stated in your learner file, including your date of birth, unique

learner number (ULN) and family details where necessary (including emergency contact details), and optional sensitive data relating to racial or ethnic origin, gender, sexual orientation, sexual life, religion and disability, care and youth offender status.

Who will use your information, and what they will use it for:

Your information will be used:

- by Groundwork to make sure you get the most appropriate support
- by Groundwork to monitor the progress of the programme, and to report to the ESFA and ESF
- to promote equality & diversity throughout the programme.
- to check you're eligible for the programme
- by Groundwork or an organisation acting on its behalf in the process of undertaking observation of sessions during the programme.

Your provider may share sensitive information about you if they think that will help you or they are legally obligated to do so; for example, if there are safeguarding concerns. This may include information about your racial or ethnic origin, your religious beliefs or similar beliefs, your physical or mental health or condition, your sexual life (e.g. sexual orientation, pregnancy), or whether you have committed an offence, what the offence was, and the court's decisions.

Storing your data

Data will be held in both paper form and on computer to assist us during and after your involvement in the Programme in accordance with relevant data protection legislation. Information held electronically is stored on our management information system Cognissoft - Yeti. Cognissoft store all data under contract in UK (England) based data centres and use UK based data centres (that could include Wales) to backup data to cloud storage. As the ESFA funding is co-financed by the ESF we must keep your information until 31st December 2030.

You may access data held by us about you by giving notice at any time during your involvement with the programme. Please contact contracts@groundwork.org.uk or write to Jonathan Wells, Programmes Coordinator, Groundwork UK, Lockside, 5 Scotland Street, Birmingham, B1 2RR.

Using your contact details

Groundwork will use the contact details you provide to keep in touch with you throughout the programme. Occasionally Groundwork may use your contact details to promote other programmes or activities that may be of interest to you.

Please tick the box below if you **do** wish to be contacted for the following purposes:

- Information on Groundwork's other programmes, activities and services

Further information

If you would like to find out more about the *Groundwork Adult Education Budget Programme* please contact: **Contracts Team**, Groundwork UK, Lockside, 5 Scotland Street, Birmingham, B1 2RR, contracts@groundwork.org.uk, 0121 236 8565.