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| **Learner Name** |  |  |  |
| **First Name:** | To check with Mike | **Surname:** |  |

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| **Adult Education and Workzone Privacy Notice** |
| **Introduction**  This Privacy notice is issued by Cheshire West and Chester Council’s Skills and Employment team to inform learners/customers how their personal information will be collected, used and kept safely in line with the new General Data Protection Regulations 2018.  **Data Control**  In line with new Data Protection Regulations, the Senior Manager for Economic Growth is the Data Controller for personal information processed by the Skills and Employment team, including Workzones. For learner data passed to the Education and Skills Funding Agency under our Adult Education contract, the Department for Education (DfE) is the Data Controller.  **Why do we collect your Personal Data?**  Your personal information is used by the council’s Skills and Employment team to exercise its functions, ensure eligibility for provision, secure funding, register learners for qualifications with awarding bodies, and to update the Individual Learner Record (ILR) as per our contract with the ESFA (an executive agency of the DfE).  **Our Legal Basis for Collecting Data**  The lawful basis for processing your data is ‘public task’, as the council’s Skills and Employment team are fulfilling contracts from the Department for Education relating to relevant education and skills legislation.  **Sharing Your Data**  Your information may be shared with third parties for education, training, employment and wellbeing-related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.  For example, the Workzone, the Department for Education, the European Social fund (ESF) Managing Authority or their agents may contact you to find out what impact your learning and/or participation in our service has had on you. We may also share your data with prospective employers or training organisations in the interest of helping you to positively progress.  **How We Protect Your Personal Data**  We have an Information Security Policy in place covering all customer/learner data collected by ourselves and our sub-contracted learning provider partners. Learner/customer records are always stored in secure environments and can only be accessed by eligible staff.  **Data Storage**  Whenever we collect or process your personal data, we’ll only keep it for as long as necessary for the purpose for which it was collected. For learners on DfE funded provision, your personal information will be stored securely for up to 14 years (due to compliance with European Union funding requirements) but may be destroyed before this point if there is no further need to hold the information.  **Your Rights over your Personal Data**  You have the right to:  • Access to the personal data we hold about you  • The correction of personal data when incorrect, out of date or incomplete  • The right to object to the use of your data  Further information about use of and access to your personal data, and details of organisations with which we regularly share data are available at:  <https://www.gov.uk/government/publications/esfa-privacy-notice>  <https://www.cheshireadultlearning.org/privacy_notice>  <https://www.cheshirewestandchester.gov.uk/your-council/data-protection-and-freedom-of/data-protection-and-freedom-of.aspx>  **Learner customer declaration**  I understand that Cheshire West and Chester council will process my data as outlined above.  I understand that, in line with best practice, Cheshire West and Chester council and their partners may need to contact me to check on my progress to employment or further learning, to offer further help towards employment or further learning, or to seek my views on work of the council’s Skills and Employment team or their partners.  In addition, I understand that I can opt in to be contacted by the Education and Skills Funding agency, its partners or funders by ticking the boxes below.  **I agree to be contacted:**  About courses or learning opportunities for surveys or research  By post by phone by email  **Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_ \_ / \_ \_ / \_ \_ \_ \_** |
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| **Learner Ethnicity** | | **🗸** | 43 | Any other Asian background |  |
| 31 | English/Welsh/Scottish/N Irish/British |  | 44 | African |  |
| 32 | Irish |  | 45 | Caribbean |  |
| 33 | Gypsy or Irish Traveller |  | 46 | Any other Black/African/Caribbean background |  |
| 34 | Any other White Background |  | 41 | Bangladeshi |  |
| 35 | White and Black Caribbean |  | 42 | Chinese |  |
| 36 | White and Black African |  | 43 | Any other Asian background |  |
| 37 | White and Asian |  | 44 | African |  |
| 38 | Any other mixed / multiple ethnic background |  | 45 | Caribbean |  |
| 39 | Indian |  | 46 | Any other Black/African/Caribbean background |  |
| 40 | Pakistani |  | 47 | Arab |  |
| 41 | Bangladeshi |  | 98 | Any other ethnic group |  |
| 42 | Chinese |  | 99 | Prefer not to say |  |
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| **Learner disability, learning difficulty or health problem** | | | | | **🗸** |
| 01 | Emotional/behavioural difficulties |  | 13 | Dyscalculia |  |
| 02 | Multiple disabilities |  | 14 | Autism spectrum disorder |  |
| 03 | Multiple learning difficulties |  | 15 | Asperger’s syndrome |  |
| 04 | Visual impairment |  | 16 | Temporary disability after illness (for example post-viral) or accident |  |
| 05 | Hearing impairment |  |
| 06 | Disability affecting mobility |  | 17 | Speech, language and communication needs |  |
| 07 | Profound complex disabilities |  | 93 | Other physical disability |  |
| 08 | Social and emotional difficulties |  | 94 | Other specific learning difficulty (e.g. Dyspraxia) |  |
| 09 | Mental health difficulty |  | 95 | Other medical condition |  |
| 10 | Moderate learning difficulty |  | 96 | Other learning difficulty |  |
| 11 | Severe learning difficulty |  | 97 | Other disability |  |
| 12 | Dyslexia |  | 98 | Prefer not to say |  |
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| **Learner Eligibility** | | | **Were you aged 19 or over on the 31st August 2019?** | | | | | | | | | | | | **Yes:** | | | |  | **No:** | | |  | |
| **Have you been a legal resident of the UK for the last three years?** | | | | | | | | | | | | | | | **Yes:** | | | |  | **No:** | | |  | |
| If **No**, please complete a **residency eligibility form** – you may still be eligible for funding. | | | | | | | | | | | | | | | | | | | | | | | | |
| **Are you employed?** | | | | | | | | | | | | | | | **Yes:** | | | |  | | **No:** | | |  |
| If **No**, please go to **A** parts 1 and 2 below and ignore the rest. If **Yes**, please ignore all of part A and continue from **B** below instead. | | | | | | | | | | | | | | | | | | | | | | | | |
| **A 1: If No, how many months has it been since you last worked?** | | | | | | | | | | | | | | | | | | | | | | | | |
| Less than 6: |  | 6 – 11: | |  | | 12 – 23: | | |  | 24 – 35: | | | |  | | | | 36+: | | | |  | | |
| **A 2: Are you looking to move into employment at some point in the future?** | | | | | | | | | | | | Yes: | |  | | | No: | | | | |  | | |
| **B: If Yes, please state your job title:** | | | | |  | | | | | | | | | | | | | | | | | | | |
| **How many months have you been in this job?** | | | | | Up to 3: | |  | 4 – 6: | | |  | | 7 – 12: | | |  | | | 12+: | | |  | | |
| **How many hours per week do you typically work?** | | | | | 0 – 10: | |  | 11 – 20: | | |  | | 21 – 30: | | |  | | | 31+: | | |  | | |
| **Are you self-employed?** | | | | | | | | | | | | | | | **Yes:** | | | |  | | **No:** | |  | |