



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## **Fair Processing Notice - Adult Education Budget**

### **How we use your personal information**

The Cambridgeshire and Peterborough Combined Authority (the “CPCA”) is responsible for commissioning and funding the adult education budget provision (the “AEBP”) for learners within the CPCA region and may therefore need to use your personal information in the delivery of the AEBP.

If you have any questions about how your personal information is being used, please contact the CPCA’s Monitoring Officer at:

2 The Incubator,  
Alconbury Weald Enterprise Campus,  
Huntingdon,  
PE28 4WX

### **Collecting of your personal information**


We will collect your personal information solely where we:

- need to for the purpose of delivering the AEBP;
- have your consent to do so; and
- have a legal obligation to do so.

### **How we share your personal information**

The CPCA may share your personal information with other organizations, where the law allows it or we have a legal obligation to do so. For example, we may share your personal information with:

- a third party under contract with the CPCA for delivery of the AEBP; and
- the DfE and ESFA for the purposes of:
  - administration;
  - provision of career and other guidance;
  - statistical and research purposes, relating to education, training, employment and well-being prevention or detection of crime

A decorative graphic element in the bottom left corner, consisting of overlapping curved shapes in shades of purple, blue, and green, mirroring the colors of the organization's logo.

Unit 2, The Incubator,  
Alconbury Weald Enterprise Campus,  
Huntingdon, PE28 4WX

## How long we will keep your personal information

The CPCA will only retain your personal information for as long as is absolutely necessary to fulfil the purposes for which it was collected and in no event longer than seven (7) years from the end of the final academic year, after which it will be securely destroyed.

Notwithstanding the foregoing, we may need to keep your personal information indefinitely for research and statistical purposes and in such an event the CPCA will put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

## Your data protection rights

You have the right:

- **Request access** to your personal information (commonly known as a “**data subject access request**”). This enables you to receive a copy of the personal information the CPCA holds about you and to check that the CPCA is lawfully processing it.
- **Request correction** of the personal information that the CPCA holds about you. This enables any incomplete or inaccurate information the CPCA holds about you to be corrected.
- **Request erasure** of your personal information. This enables you to ask the CPCA to delete or remove personal information where there is no good reason for the CPCA continuing to process it. You also have the right to ask the CPCA to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where the CPCA is relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask the CPCA to suspend the processing of personal information about you, for example if you want the CPCA to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If we are processing your personal information using your consent, you can withdraw your consent at any time.

If you need access to any of your data protection rights regarding any of the above, please do so by following the process as detailed in [ESFA's Privacy Notice](#).



## Further information on processing your information

### Learner information

Personal information is collected by the CPCA in accordance with the terms and conditions of funding imposed on providers of learning, for example, further education colleges and private training organizations. The ESFA will process your personal information on behalf of the DfE to enable the DfE to carry out its functions, after which, said personal information will be transferred to us.

Learner information collected by the ESFA is known as the Individualized Learner Record (**ILR**) and the specification and standards for the ILR are published for each academic year (1 August to 31 July) by the [ESFA](#). This specification informs the personal, and sensitive data that is collected and provides more information about the use of your information.

Learner contact information collected by the ESFA may be used for the purposes of research and surveys to enable the DfE to carry out its functions or, where learning is funded by the European Social Fund (ESF), for the Department for Work and Pensions to carry out its functions. This contact information will only be used for the purposes of other research and surveys with the consent of the learner.

Learner information is also collected and supplied to the Learning Records Service, a part of the ESFA. Your information is used by the ESFA to issue learners with a Unique Learner Number, and to create and maintain your Personal Learning Record. More information about this use of learner information is published by the [Learning Record Service](#).

### Sharing data

In order for the DfE to carry out its functions:

- the ESFA and training providers share data to ensure accuracy of information held in relation to the funding of learning - a training provider may need to share your information with another training provider in order to verify accuracy of information in relation to a claim for funding from the ESFA;
- your personal information may be shared with another training provider for the purposes of your continued learning

In the event that a further education college or other training provider is unable to continue the delivery of training funded by the ESFA (for example, where a training provider is a limited company that is dissolved) the ESFA will endeavour to make arrangements for the secure transfer of information, including your personal data, from the former training provider to another training provider to support your continued learning. It may also request information from Awarding Organizations to establish what stage your learning has reached according to their records.

