



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Adult Education Budget Privacy Notice for the Purpose of Data Collection

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 “AEB”) for learners within the CPCA region and may therefore need to use your personal information in the delivery and evaluation of this work.

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

The Mayor’s Office
72 Market Street
Ely
Cambridgeshire
CB7 4LS
DPO@cambridgeshirepeterborough-ca.gov.uk

How we collect your personal information

We collect your personal information where the law allows it, or we have a legal obligation to do so. Your personal information is collected to enable us to carry out the functions of the CPCA.

The lawful basis for collecting and using your personal information will depend on the service and we will collect your personal information solely where we:

- Need to for the purpose of delivering the AEB
- Have your consent to do so
- Have a legal obligation to do so

We may use personal data we collect to:

- Send you information about our work
- Improve the services we offer to you

The Mayor’s Office
72 Market Street
Ely
Cambridgeshire CB7 4LS

- Operate our complaints policy
- Contact you for feedback on services we provide to you
- Promoting new (free) course offerings such as the Level 3 Adult Offer and the Lifetime Skills Guarantee
- Inviting learners to join Focus Groups
- Destination survey

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 AEB
- 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

Other organisations include:

- Education and Skills Funding Agency (ESFA)
- Department for Education (DfE)

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.

Your data protection rights

You have the right to:

- **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 organisations. 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 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.

