

Learning and Skills Service Adult and Community Learning

Privacy Notice

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 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 data protection legislation. 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.

You can agree to be contacted for other purposes by ticking the relevant boxes in the Contact Preferences section overleaf. 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>

Sunderland City Council has its own Privacy Notice which incorporates the above. Full details can be found in your Learner Handbook.

Unique Learner Number (ULN)

Your ULN is a ten-digit reference number, unique to yourself for use within education. You retain the same number for accessing your personal learning record (PLR) throughout your life whatever level of learning you attain and wherever you choose to undertake education, training, and learning.

Your ULN is issued and held by the Learning Records Service (LRS) Organisation Portal who uses your number to index learner identity details as well as education and training qualifications within the PLR. You can find your ULN on award certificates or results slips. If you do not already have a ULN or you are unsure of what it may be, your provider will check and supply you with one. Once obtained, you should keep this number in a safe place.