Who is collecting and using your personal data?

The Council of the Isles of Scilly will act as a ‘data controller’ in conjunction with the Education and Skills Funding Agency (ESFA) and the Department for Education for any personal data that you provide to us.  As such, we will ensure that the data given to us is processed in line with our organisation’s data protection policies and in line with your rights under the Data Protection Act 2018 and the General Data Protection Regulations.

Why are we processing your personal data?

Your personal information is used by the Council of the Isles of Scilly’s Lifelong Learning Team 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).

The lawful grounds we rely upon for processing your personal data is regulation 1(1)(c) of the General Data Protection Regulations.

Who will we share your personal data with?

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 compliant with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you so that they can carry out research and evaluation to inform the effectiveness of training.

How long will we hold your personal data?

|  |  |  |  |
| --- | --- | --- | --- |
| **Information type** | **Keep for** | **Keen from** | **Legislation or business reason** |
| Adult learning – course management | Until 31st December 2030 | From creation | Education Skills Funding Agency requirement |
| Adult learning – learner information | Until 31st December 2030 | From creation | Education Skills Funding Agency requirement |
| Adult learning – quality assurance | Current year plus 6 years | From creation | Local decision |
| Adult Learning – general enquiries | 1 year | From creation | Local decision |

Exercising your rights

Under the Data Protection Act 2018 and the General Data Protection Regulations you have the following rights:

* The right of access to your own personal data.
* The right to request rectification or deletion of your personal data.
* The right to object to the processing of your personal data.
* The right to request a copy of the information you provide us in machine readable format.
* The right to withdraw your consent to any processing that is solely reliant upon your consent.

Should you wish to exercise any of your rights, you should contact the Council of the Isles of Scilly’s Data Protection Officer [dpo@scilly.gov.uk](mailto:dpo@scilly.gov.uk)

Your right to complain

If you wish to complain about the way that your personal data has been handled by the Council of the Isles of Scilly, you should write to the Data Protection Officer and clearly outline your case. Your complaint will then be investigated in accordance with the Council’s [Complaint’s Policy](http://scilly.gov.uk/sites/default/files/document/policy-documents/Complaints%20Policy.pdf). If you remain dissatisfied with the way your personal data has been handled, you may refer the matter to the Information Commissioner’s Office whose contact details are below:

Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Email:[casework@ico.org.uk](mailto:casework@ico.org.uk)