

Privacy Policy

- You may provide us with further personal data if you use one of our learning or communications facilities or use one of our online skills tests or associated software which will believe is in the benefit of the learner.
- We use cookies and other technologies to keep track of how you interact with our website.
- We will use your personal information to deal with your queries, to provide you with the services you request, enrol you on to relevant qualifications, to determine whether you are eligible for government funding (if available), customer feedback and for general statistics and research. Depending on the preferences indicated by you, we may use your personal data to contact you.
- Your course is part funded by the English European Social Fund (ESF) Managing Authority.

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.
- 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/public/esfa-privacy-notice>