

How we use your personal information

The North of Tyne Combined Authority (NTCA) is responsible for commissioning and funding Adult Education Budget provision for learners within the North of Tyne area. We may use your personal information in our delivery of this work.

For full details, please see NTCA's privacy policy at <https://www.northoftyne-ca.gov.uk/privacy-policy>

If you have any questions about how your information is being used, you can contact the NTCA's Data Protection Officer at:

dataprotection@northoftyne-ca.gov.uk

Information Governance, Floor 6, Civic Centre, Newcastle upon Tyne NE1 8QH

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 NTCA.

The lawful basis for collecting and using your personal information will depend on the service and will normally be:

- where we need to for the purposes of NTCA functions
- where we have your consent to do so
- where we have a legal obligation

How we share your personal information

We may share your personal information with other services run by the NTCA, and other organisations where the law allows it or we have a legal obligation to do so:

- with a third party who is working for NTCA under contract
- with organisations 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

These other organisations include:

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

Further information on processing your information

Learner information

Learners' personal information is collected nationally by the Education Skills Funding Agency (ESFA) on behalf of the DfE and is used by the DfE to exercise its functions and to meet its statutory responsibilities in relation to AEB. The DfE is the data controller for this information. If you would like to exercise your rights in respect of ESFA data collection, please follow the process as detailed in the ESFA's Privacy Notice.

<https://www.gov.uk/government/publications/esfa-privacy-notice>

Learner information collected by the ESFA is known as the Individualised Learner Record (ILR). 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.

The learner information collected by the ESFA is shared with NTCA, which operates as a data controller of your personal data under relevant data protection law. Personal information is collected by the ESFA for NTCA in accordance with the terms and conditions of funding imposed on providers of learning, for example, further education colleges and private training organisations. NTCA is required to process your personal data to enable it to carry out its functions and statutory responsibilities.

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 endeavor 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 Organisations to establish at what stage your learning has reached according to their records.