

PRIVACY NOTICE

COMMUNITY LEARNING AND SKILLS



Who are we?

We are Community Learning and Skills (CLS), which includes Kent Adult Education (KAE), and we are part of Kent County Council (KCC).

Kent Adult Education and is where you come for your lessons, whether that is in one of our centres, schools, Children's Centres or a community venue.



Kent Adult Education - Family Learning helps to deliver courses and learning to you.

response



Kent Adult Education - Response helps to deliver courses and learning to you.



KAE Future Pathways helps to deliver courses and learning to you.



Privacy Notice

This is a shorter easy read document of the full privacy notice. You can read the full notice on our website.

<https://www.kentadulteducation.co.uk/privacy-policy/>



We have to take care of your personal information and tell you:

- What personal information we collect
- How we collect personal information about you
- The reasons we can collect and use your personal information
- How long we will keep your information for
- How we use the information
- Who we will share it with

This is called a Privacy Notice and we must give you this information by Law.



These laws are called the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).

Kent County Council (KCC) collects, uses and is responsible for certain personal information about you.

We are responsible as 'controller' of that personal information and our Data Protection Officer is Benjamin Watts.

Personal Information

A. General Questions

Proposed Insured's Name: _____
(Please use capital letters)

Birth Date: ____/____/____ Gender: Male Female

Address: _____

Phone Number: _____ Email Address: _____

ID Number: _____ Social Security Number: _____

Status: Single Married Divorced Others

Occupation: _____ Are you a retiree? Yes No

B. Type of Health Coverage

Employee: Yes No Spouse: Yes No

Plan Choice: _____ Plan Choice: _____ Plan Choice: _____

Complete If Spouse/Children are Proposed for Insurance:

Name	SSN No.	Relationship to proposed insured	Birth Date	Age

C. The Policy

Units: _____ Annual Premium: _____

Payment Mode: Annual Semi-Annual Monthly PAT (complete PAT card)

Cash with Application: \$ _____

Planned modal premium: \$ _____

Signature: _____
 Date: _____

Terms & Conditions
 Improvement should be measured regularly and assessed in order for you to know what's beneficial and what is not. This will help you set new targets

What personal information do we collect?

Personal information is information about you, and we collect the following:

- Your contact details (such as your name, address, telephone number and e-mail)
- Your date of birth
- Your Unique Learner Number (ULN)
- Your National Insurance Number
- Your emergency contact details or next of kin
- Attendance information (how many times you have come to class and if you have been absent for any reason)
- The results of any of your qualifications or courses both from school/college or those you gain through studying with us
- Destination and progression information (what you do after you have finished your studies with us)
- Your feedback on the learning or course you have received
- Photographs or images of you, if you have said we can



We also collect the following 'special category data' (personal data which is more sensitive and is treated with extra care and protection)

- Information such as your nationality, country of birth, and racial or ethnic background.
- Information about any health conditions, disabilities or learning difficulties that may apply to you.
- Information about you and your circumstances, including any health and safety concerns that may be relevant.
- Information about current criminal convictions and offences, allegations, or related security measures/incidents



How we get your personal information

Most of the information we have about you is given to us by you, when you enrol on one of our courses, but sometimes we may get information from other people such as:

- A referral partner or charity that you have engaged with
- A sub-contractor we work with on your training or learning
- Local authorities, such as KCC
- Housing associations such as Optivo or Moat housing
- Examination boards or Awarding bodies
- Department for Education (DfE), Department of Work and Pensions (DWP) the National Pupil database and formerly the Education Skills Funding Agency (ESFA)



Reasons we can collect and use your information

We collect and use your information under the lawful basis of legitimate interests.

Our legitimate interests are to process your personal information so that we can offer you the best possible learning experience. To be able to claim the relevant funding from authorities for our courses and evaluate the services we provide.

We collect and use sensitive information for reasons of public interest. These are:

- Equality
- Safeguarding of children and individuals at risk

Also, for archiving, research, and statistical purposes.



How long do we keep your information for?

We will keep your information for up to 7 years from your last enrolment or for as long as the law tell us it must be kept for.

When we don't need it anymore, we will either delete it off our systems or destroy it.

We make sure that when we delete or destroy your information it is done properly, and we follow what the law says we must do, so your information doesn't get lost or seen by anyone who isn't allowed.



How we use your information

We use your information to:

- Enrol you on your chosen courses or learning
- Provide you with access to IT equipment and online applications
- To provide you with support for your learning
- To register you with Examination boards or Awarding bodies
- To ask you for feedback so we can evaluate, or quality assure our services
- To offer you other learning or courses which may be appropriate to you, if you have said we can.
- To register you with the National Pupil Database if required
- To find out what you are doing after you have left us, this is sometimes called destination and progression.
- To see if you have attended your classes or are absent for any reason.
- To look into any complaint, health and safety or safeguarding concerns.
- To help train our staff on our systems and how to do an enrolment.
- To claim funding from the DfE and DWP (and formerly ESFA) or other organisations for our courses.



Who will we share your information with

We might share your personal information with:

- Teams within KCC and our partners who might help you or your family
- Schools, colleges, or other training providers
- Partners we trust, which may include doctors and nurses, other councils, and the Courts
- The government, including the DfE, DWP, National Pupil Database and formerly the Education Skills Funding Agency (ESFA)
- Awarding bodies and Examination Boards
- Your employer or work placement
- Ofsted, Matrix assessment and authorised auditors of our systems and processes
- Charities or other referral partners
- Sub-contractors we work with to deliver your training or learning

We must share personal information with the Police if we are asked to by law.



Keeping your personal information safe

We have security which prevents information from being accidentally lost or used in the wrong ways.

We only let people see your information if they have a work reason to know it.

Anyone seeing your information must do it confidentially. This means that they must not share it unless there is a good reason, such as if you or somebody else's safety is at risk.



Your rights

Under the UK GDPR you have rights. For free, you can:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we have about you (Subject Access Request)
- Ask us to correct any mistakes in the information we have about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office (ICO)

If you have any concerns about how your data is used or you would like to exercise your rights, please speak to your tutor, or contact us on CLSGDPR@kent.gov.uk



To make a complaint to the ICO

If you feel that your concerns or requests have not been dealt with properly you can contact the ICO by:

Going to their website: <https://ico.org.uk/>

Or by telephone: **0303 123 1113**