



## **GREATER MANCHESTER COMBINED AUTHORITY**

### **ADULT EDUCATION BUDGET: PRIVACY NOTICE**

*Of interest to all providers, delivering GMCA AEB funded provision*

Version 1

August 2019



## **1. What is the Adult Education Budget?**

- 1.1 The Adult Education Budget (AEB) is a single funding stream replacing what had previously been three separate budget lines. It is intended to fund provision which supports the local labour market and economic development. In particular, it focuses on ensuring that adults have the basic and core skills they need for work; including guaranteeing a number of statutory entitlements relating to literacy, numeracy and digital skills.
- 1.2 In the Chancellor's Spending Review / Autumn Statement in November 2015, and in further announcements within the Budget in March 2016, it was confirmed that AEB would be devolved to the nine Local Enterprise Partnership (LEP) / Combined Authority (CA) areas. For Greater Manchester, the devolved AEB will play a key role in the region's reform agenda, linking with other activity aimed at supporting residents into productive and sustained quality employment, as part of an integrated education, work, skills and health system.

## **2. Who we are**

- 2.1 The Greater Manchester Combined Authority (GMCA) is a Public Authority and the Data Controller for the information that is provided to it by the Education and Skills Funding Agency (ESFA) to provide the Adult Education Budget funded provision.
- 2.2 Legislation requires the GMCA to appoint a Data Protection Officer who is responsible for protecting individuals' personal data according to current legislation. You can contact the GMCA Data Protection Officer via email at [OfficeofDPO@greatermanchester-ca.gov.uk](mailto:OfficeofDPO@greatermanchester-ca.gov.uk).

## **3. How we get your personal data**

- 3.1 The GMCA will be provided with the personal information that is collected by the ESFA in accordance with the terms and conditions of funding imposed on providers of learning, for example, further education colleges and private training organisations.
- 3.2 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<sup>st</sup> August to 31<sup>st</sup> July) by the ESFA<sup>1</sup>. This specification provides more information about the use of your information.
4. Our legal basis for using your information
- 4.1 The GMCA has a legal responsibility to provide AEB funded provision for the people of Greater Manchester. Therefore, the GMCA is using your data as it "is

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<sup>1</sup> <https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2019-to-2020>

necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”.

- 4.2 For the special category data, for example gender or ethnicity, our legal basis would be that “it is necessary for reasons of substantial public interest” as the GMCA is carrying out work given to it by law.

## **5. What do we do with your information?**

- 5.1 The GMCA will only be able to use the data ESFA provide for specific purposes. These are:

- Storing your information to make sure it is available when needed;
- Processing financial transactions including grants and payments;
- Maintaining accounts and records;
- Supporting and managing our employees;
- Providing adult education services;
- Administering any corporate activities the GMCA are required to carry out as a data controller and public authority;
- Undertaking research and evaluation of the services provided;
- Supporting internal financial and corporate functions; and
- Providing reports to governance boards regarding the adult education services.

When using the data for the above purposes GMCA will be considered as a Data Controller.

## **6. What do we do to make sure your information is secure?**

- 6.1 The information the ESFA provide will be subject to rigorous procedures to make sure it can't be seen, accessed or shared with anyone who shouldn't see it. These include:

- All staff receive specific information security training;
- All staff comply with Information Security policies and procedures. These set out how your information is protected and what happens if the security of the information is breached;
- All laptops used by staff are encrypted and need a unique logon password and ID to access the computer systems; and
- Staff only have access to the information they need to do their job. This means if they are not the right person in the right team they will not be able to see your information.

- 6.2 The GMCA also has responsibilities to keep our computer systems secure and take steps to stop outside malicious access, also known as hacking. This requires us to comply with requirements specified by central Government.

## **7. How long will we keep your information?**

7.1 The GMCA will delete your information after December 2032.

## **8. How can I exercise my information rights?**

8.1 The GMCA must comply with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Under data protection law you have rights, including:

- Your right of access – you have the right to ask us for copies of your personal information;
- Your right to rectification – you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure – you have the right to ask us to erase your personal information in certain circumstances;
- Your right to restriction of processing – you have the right to ask us to restrict the processing of your information in certain circumstances;
- Your right to object to processing – you have the right to object to the processing of your personal data in certain circumstances;
- Your right to data portability – you have the right to ask what we transfer the information you give us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you have any requests in line with the above, please contact us at [OfficeofDPO@greatermanchester-ca.gov.uk](mailto:OfficeofDPO@greatermanchester-ca.gov.uk)

## **9. How to find out more**

9.1 To find out more about how the GMCA handle your data please visit our Organisational Privacy Notice<sup>2</sup>.

9.2 If you feel we have not handled your information appropriately, you can complain to the Information Commissioner's Office. For further details on this and your information rights, please visit the Information Commissioner's website<sup>3</sup>.

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<sup>2</sup> <https://www.greatermanchester-ca.gov.uk/who-we-are/publication-scheme/privacy-policy-and-data-protection/>

<sup>3</sup> <https://www.greatermanchester-ca.gov.uk/who-we-are/publication-scheme/privacy-policy-and-data-protection/>