

DATA PROTECTION STATEMENT (FURTHER EDUCATION)

ACADEMIC YEAR 2023/24



Information we collect

During your time at the University, we will collect information about you. In order that you can progress through your course it is important that this data is stored and processed for various purposes. We may receive information about you from your previous school or college, local authority, the Department for Education and the Learning Records Service. We hold this personal data to:

- support our students' learning
- provide appropriate pastoral care
- monitor and report on our students' progress
- assess the quality of our services.

Information about you that we hold will include your contact details, assessment results, attendance information, any exclusion information and where you go after you leave us. We will also hold personal characteristics such as your ethnic group, any special educational needs you may have, as well as relevant information relating to your health and/or any disabilities that you disclose to us.

This information is handled and stored securely in both paper and electronic forms within the University's various departments. We may disclose details of medical conditions you have told us about to your tutor or third parties where it is necessary for us to help safeguard your health and safety or the health and safety of others. We will not give information about you to anyone without your consent unless the law and our policies allow us to. A full Privacy Statement outlining the data we process and why is available at <https://www.leeds-art.ac.uk/privacy/>. Our Data Protection Policy can be found at: <https://portal.leeds-art.ac.uk/data-protection-policy>

We are required, by law, to pass certain information about our students to third parties including our local authority, the Education and Skills Funding Agency (ESFA) and the Department of Education (DfE). More information is available in the Privacy Statement linked above, and a Privacy Notice issued by the ESFA can be found below. At no time will your personal information be passed to organisations for marketing and sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the Institution and its partners to monitor performance, improve quality and plan future provision. These surveys are entirely voluntary.

On occasion, University staff may use text messaging to communicate with individual students. We will only do this to send you important information about your course or studies, or in an emergency. If you do not wish to receive text messages for course related purposes, then please contact your administration team at feadministrators@leeds-art.ac.uk who can update your communication preferences.

Privacy Notice issued by the Education and Skills Funding Agency

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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.

We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at:

<https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form:
https://form.education.gov.uk/service/Contact_the_Department_for_Education
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>