



Learner Name

First Name:

Surname:

Adult Education and Workzone Privacy Notice (part 1 of 2)

Introduction

This Privacy notice is issued by Cheshire West and Chester Council's Skills and Employment team to inform learners/customers how their personal information will be collected, used and kept safely in line with the new General Data Protection Regulations 2018.

Data Control

In line with new Data Protection Regulations, the Senior Manager for Economic Growth is the Data Controller for personal information processed by the Skills and Employment team, including Workzones. For learner data passed to the Education and Skills Funding Agency under our Adult Education contract, the Department for Education (DfE) is the Data Controller.

Why do we collect your Personal Data?

Your personal information is used by the council's Skills and Employment team to exercise its functions, ensure eligibility for provision, secure funding, register learners for qualifications with awarding bodies, and to update the Individual Learner Record (ILR) as per our contract with the ESFA (an executive agency of the DfE).

Our Legal Basis for Collecting Data

The lawful basis for processing your data is 'public task', as the council's Skills and Employment team are fulfilling contracts from the Department for Education relating to relevant education and skills legislation.

Sharing Your Data

Your information may be shared with third parties for education, training, employment and wellbeing-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.

For example, the Workzone, the Department for Education, the European Social fund (ESF) Managing Authority or their agents may contact you to find out what impact your learning and/or participation in our service has had on you. We may also share your data with prospective employers or training organisations in the interest of helping you to positively progress.

How We Protect Your Personal Data

We have an Information Security Policy in place covering all customer/learner data collected by ourselves and our sub-contracted learning provider partners. Learner/customer records are always stored in secure environments and can only be accessed by eligible staff.

Data Storage

Whenever we collect or process your personal data, we'll only keep it for as long as necessary for the purpose for which it was collected. For learners on DfE funded provision, your personal information will be stored securely for up to 14 years (due to compliance with European Union funding requirements) but may be destroyed before this point if there is no further need to hold the information.

Continued overleaf.



Adult Education and Workzone Privacy Notice (part 2 of 2)

Your Rights over your Personal Data

You have the right to:

- Access to the personal data we hold about you
- The correction of personal data when incorrect, out of date or incomplete
- The right to object to the use of your data

Further information about use of and access to your personal data, and details of organisations with which we regularly share data are available at:

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

https://www.cheshireadultlearning.org/privacy_notice

<https://www.cheshirewestandchester.gov.uk/your-council/data-protection-and-freedom-of/data-protection-and-freedom-of.aspx>

Learner customer declaration

I understand that Cheshire West and Chester council will process my data as outlined above.

I understand that, in line with best practice, Cheshire West and Chester council and their partners may need to contact me to check on my progress to employment or further learning, to offer further help towards employment or further learning, or to seek my views on work of the council's Skills and Employment team or their partners.

In addition, I understand that I can opt in to be contacted by the Education and Skills Funding agency, its partners or funders by ticking the boxes below.

I agree to be contacted:

About courses or learning opportunities for surveys or research
By post by phone by email

Learner Signature: _____ Date: __/__/____



Learner Registration - Part A

Title:	<input type="text"/>	ULN:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Forename:	<input type="text"/>	Surname:	<input type="text"/>
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DOB:	<input type="text" value="d"/>	<input type="text" value="d"/>	<input type="text" value="m"/>	<input type="text" value="m"/>	<input type="text" value="y"/>	<input type="text" value="y"/>	<input type="text" value="y"/>	<input type="text" value="y"/>	NI Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>
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Have you been permanently resident in the UK for the last 3 years?	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
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To assess your eligibility for funding, we need to know your residency status. Temporary absences from the UK should be ignored. Absences because you, your parent or your spouse were working abroad temporarily should also be ignored.

House Name/No:	<input type="text"/>
Street/Road:	<input type="text"/>
District:	<input type="text"/>
Town/City:	<input type="text"/>
County:	<input type="text"/>
Postcode:	<input type="text"/>

Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email:	<input type="text"/>
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Household *(please tick all/any that apply)*

The household that I live in contains one or more persons in employment	<input type="checkbox"/>
The household that I live in contains only one adult	<input type="checkbox"/>
There is at least one dependent child in the household (aged 0 – 17)	<input type="checkbox"/>
There is at least one full-time student in the household (aged 18 – 24)	<input type="checkbox"/>
None of these statements apply	<input type="checkbox"/>
I confirm that I wish to withhold this information	<input type="checkbox"/>

OFFICE USE ONLY

HHS1	<input type="checkbox"/>
HHS2	<input type="checkbox"/>
HHS3	<input type="checkbox"/>





Learner Registration - Part B

Emergency Contact Details

Title:		Relationship:	
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Forename:		Surname:	
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House Name/No:						
Street/Road:						
Town/City:						
County:						
Postcode:						

Phone:		Mobile:	
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Learner Ethnicity

31	English/Welsh/Scottish/N Irish/British	✓
32	Irish	
33	Gypsy or Irish Traveller	
34	Any other White Background	
35	White and Black Caribbean	
36	White and Black African	
37	White and Asian	
38	Any other mixed / multiple ethnic background	
39	Indian	
40	Pakistani	
41	Bangladeshi	
42	Chinese	
43	Any other Asian background	
44	African	
45	Caribbean	
46	Any other Black/African/Caribbean background	
47	Arab	
98	Any other ethnic group	
99	Prefer not to say	





Learner Registration - Part C

Disability

Do you have a disability, learning difficulty or health problem?	Yes:		No:	
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If yes, please select *one* primary, and then *one* secondary and *one* tertiary if applicable:

	Primary	Secondary	Tertiary
01 Emotional/behavioural difficulties			
02 Multiple disabilities			
03 Multiple learning difficulties			
04 Visual impairment			
05 Hearing impairment			
06 Disability affecting mobility			
07 Profound complex disabilities			
08 Social and emotional difficulties			
09 Mental health difficulty			
10 Moderate learning difficulty			
11 Severe learning difficulty			
12 Dyslexia			
13 Dyscalculia			
14 Autism spectrum disorder			
15 Asperger's syndrome			
16 Temporary disability after illness (for example post-viral) or accident			
17 Speech, language and communication needs			
93 Other physical disability			
94 Other specific learning difficulty (e.g. Dyspraxia)			
95 Other medical condition			
96 Other learning difficulty			
97 Other disability			
98 Prefer not to say			



Learner Eligibility - Part A

Were you aged 19 or over on the 31st August 2019?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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Have you been a legal resident of the UK for the last three years?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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If **No**, please complete a **residency eligibility form** – you may still be eligible for funding.

[If **yes to both** of the above, the learner is eligible for *all* community learning courses]

Are you aged between 19 and 23 years old?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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If **Yes**, you may need to complete the **Legal Entitlement form** to help us establish whether you are eligible for funding on this or future courses.

Do you have a GCSE grade 4 - 9 (A* - C grade) in English and/or Maths?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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Please select the highest level of qualification you have achieved for English, Maths and any other subject:

	None	Entry Level	Level 1	Level 2	Level 3	Level 4+
Any Subject:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maths:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you receive any of the following benefits? (please tick one):

- | | |
|---|-------------------------------|
| 1) JSA (including National Insurance credits only) | ✓
<input type="checkbox"/> |
| 2) ESA (WRAG) | <input type="checkbox"/> |
| 3) Universal Credit , with earnings of less than £338/month (sole benefit claimant) or £541/month if you have a joint benefit claim with your partner | <input type="checkbox"/> |
| 4) Other State Benefit , with earnings of less than £338/month (sole benefit claimant) or £541/month if you have a joint benefit claim with your partner (and the learning is relevant to your employment prospects) | <input type="checkbox"/> |

If Other State Benefit , please state it here:	
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[If any one of the options **1 to 4** above has been ticked (and the learner meets the eligibility criteria for age and residency), then the learner is eligible for full funding on *most* regulated courses and *all* non-regulated courses]





Learner Eligibility - Part B

Are you employed?

Yes:

No:

If **Yes**, please fill out sections **A** and **C** below (ignore **B**).

If **No**, please go to **B** parts 1 and 2 (ignore the rest).

[If **yes** to the above (and the learner meets the eligibility criteria for age and residency), the learner is eligible for co-funding only on *most* regulated courses and *all* non-regulated courses]

A: Please state your job title: _____

How many months have you been in this job?

Up to 3:	<input type="checkbox"/>	4 – 6:	<input type="checkbox"/>	7 – 12:	<input type="checkbox"/>	12+:	<input type="checkbox"/>
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How many hours per week do you typically work?

0 – 10:	<input type="checkbox"/>	11 – 20:	<input type="checkbox"/>	21 – 30:	<input type="checkbox"/>	31+:	<input type="checkbox"/>
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Are you self-employed?

Yes:

No:

B 1: If No, how many months has it been since you last worked?

Less than 6:	<input type="checkbox"/>	6 – 11:	<input type="checkbox"/>	12 – 23:	<input type="checkbox"/>	24 – 35:	<input type="checkbox"/>	36+:	<input type="checkbox"/>
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B 2: Are you looking to move into employment at some point in the future?

Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
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C: Low Wage Trial

Do you earn less than £16,009.50 (gross) per year?

Yes:

No:

If **Yes**, then you may be eligible for full funding on certain courses. Please be aware that you will need to show evidence to your tutor or a relevant staff member (e.g. three months' worth of recent payslips where gross pay offers an average projection that is below the threshold amount).

[If **yes** to the low wage trial above and tutor has signed the course registration form to say evidence has been seen, the learner is eligible for full funding on *most* regulated courses and *all* non-regulated courses despite being employed]

