

## **Privacy Notice for Greater London Authority AEB Procured contracts to be included in the Application/Enrolment Form**

### **How We Use Your Personal Information**

The Greater London Authority (GLA) is London's regional government. The Mayor of London provides Citywide leadership, and the London Assembly is a watchdog for London responsible for holding the Mayor and his advisers to public account. Find out more about what we do and who we work with at [www.london.gov.uk](http://www.london.gov.uk).

The Mayor of London is responsible for the Adult Education Budget (AEB) in London and the funding provided for your course. This funding is being used to 'match fund' a European Social Fund (ESF) programme for residents in Greater London.

The majority of the information provided by you in this Enrolment Form is collected by Education and Skills Funding Agency (ESFA) under its privacy notice (see below). This information is shared with the GLA, which operates as a data controller of your personal data under relevant data protection law. The GLA is required to process your personal data to enable it to carry out its functions and statutory responsibilities including reporting to the Department of Work and Pensions (DWP) on the 'match funding' of ESF programmes. In addition, the GLA collects some supplementary information to comply with ESF requirements, for which the DWP is the data controller.

Information about use of and access to your personal data held by the GLA, details of organisations with whom the GLA regularly share data, information about how long the GLA retain your data, and how to exercise your rights is set out in the GLA AEB Procured Privacy Notice ([https://www.london.gov.uk/sites/default/files/2019-07-30\\_aeb\\_procured\\_privacy\\_notice .pdf](https://www.london.gov.uk/sites/default/files/2019-07-30_aeb_procured_privacy_notice.pdf))

### **The ESFA's Privacy Notice**

The ESFA has issued this privacy notice, on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes. Your information may be used for education, training, employment and well-being related purposes, including for research.

The DfE and the English ESF Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

You can agree to be contacted by other third parties by ticking any of the following boxes:

About courses or learning opportunities.

For surveys and research.

SUPPORTED BY  
**MAYOR OF LONDON**



By post.

By phone.

By e-mail.

Further information about use of and access to your personal data held by the ESFA, details of organisations with whom it regularly shares data, information about how long it retains your data, and how to change your consent to being contacted, please view the ESFA: privacy notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>)

**Learner Declaration**

I confirm that I have been provided with a copy of the Privacy Notices in relation to my enrolment and I agree to share this information with relevant bodies.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_