

Privacy Notice for London Multiply programme

This privacy notice explains how we collect and use your personal information for the purposes of evaluating the London Multiply programme.

Who we are

The GLA also known as City Hall, is London's regional government. City Hall comprises the Mayor of London - who provides Citywide leadership - and the London Assembly, which acts as the watchdog for London They are responsible for holding the Mayor and his advisers to public account, and the staff who support them. Find out more about what we do and who we work with at www.london.gov.uk.

The Mayor of London is responsible for the London Multiply provision for learners within Greater London. Responsibility for courses funded by Multiply is delegated from the Department for Education (DfE) to the Mayor of London for residents who live in the capital.

Why we collect your personal information

We are collecting data on London Multiply programme learners to help the DfE understand how well the courses are working and if they are achieving their outcomes. This is important because it allows us to be transparent about how government spends public money and measures the impact that policies are having, as well as helping us make improvements to future training courses.

The nature of your personal data we will be using

Learners' personal information is collected nationally by the DfE and UKSPF and is used by these agencies to meet their statutory responsibilities in relation to Multiply funding.

The following data is collected:

- Learner Reference Number
- Unique Learner Reference Number
- Date of birth
- Postcode
- Prior attainment
- Completion status and description

The special category data we will be processing includes:

- Gender
- Learners with Learning difficulties or disabilities (LLDD)
- Racial and ethnic origin
- Convictions
- Unemployed more than 12 months

In all cases the data collected is limited to what is considered proportionate and necessary.

Our legal basis for collecting your personal information

We collect personal information only where we need to and law permits. In order for our use of your personal data to be lawful, we need to meet conditions in the data protection legislation. For the purpose of this programme, the relevant condition(s) that we are meeting are:

1. Article 6 (1)(e): It is necessary to collect data from users in order to effectively access the service and to evaluate outcomes of the service. The legal basis is public task and the legal gateway is Section 87 of the Education and Skills Act 2008.
2. Article 6 (1)(f): It is necessary to collect data from users as the processing is necessary for the organisations legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's individual data that overrides those legitimate interests.

And for the processing of special category data:

3. Article 9(2)(g) of the GDPR, and Schedule 1, Part 2 paragraph 8 of the Data Protection Act 2018: to ensure equality of opportunity or treatment.

We may request your participation in interviews and surveys as part of the evaluation of the programme. We may request your participation to make checks to ensure that the correct amount of funding is paid.

How long we will keep your personal data

We will keep your personal data in its original format for a maximum of three years, after which point it will be securely destroyed. A pseudonymised version of your personal data to be used for research purposes will be kept for a maximum of 20 years. We will conduct reviews every five years to test if it necessary to still retain this data. For qualitative interviews, DfE (or its contracted research supplier) will review the notes, recordings and other research data after the session. Voice recordings will be deleted by the research contractor as soon as they are transcribed and no later than one year after the interview has taken place.

The GLA will only keep your information for as long as is necessary and in any event for a maximum of seven years from the end of the academic year once you have ended your learning activity, after which it will be securely destroyed.

How will we use your data and who is it available to

We sometimes need to make personal data available to other organisations. These include contracted partners whom we may employ to process your personal data on our behalf and/or other organisations (with whom we need to share your personal data for specific purposes).

Where we need to share your personal data with others, we ensure that this sharing complies with data protection legislation. For the purposes of this programme, we need to share your personal data with external evaluators who will:

- analyse your personal data on behalf of DfE to evaluate London Multiply provider and participant outcomes, to contribute to improving the future delivery of provision.
- follow up with you directly to invite you to take part in qualitative interviews or a survey to understand your experience of participating in the London Multiply programme. Participation in surveys and/or interviews is voluntary and you can opt out by requesting this from our third party contractor.

Request to access, rectify or erase your information

This service is optional for individuals to use. If participants decide they do not want their data used on an ongoing basis for research they can notify the department and withdraw from the training. No further data will be collected/linked on that individual beyond that point.

Our privacy notices make clear how data is processed once it is received by the Department. Special category data collection will include a 'prefer not to say' option, this means that the individuals have the free will to choose whether to provide it or not.

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

Your data protection rights:

- The right to access: you are entitled to ask if we hold information relating to you and ask for a copy by making a "subject access request."
- The right to rectification: you have the right to request to correct any information you believe is inaccurate.
- The right to erasure: you have the right to request for your information to be erased, under certain circumstances.

- The right to restrict processing: you have the right to request that DfE restricts the processing of your personal data, under certain circumstances.
- The right to object to processing: you have the right to object to DfE's processing, under certain circumstances.
- The right to data portability: You have the right to move your personal data to another data controller.

If you have a concern about the accuracy of personal information about you, if you want to erase or restrict the use of your personal information, if you object to the use of your personal data, if you wish to exercise rights in relation to automated decision-making or if you are unhappy with how we have used your personal information, please email:

Data.Protection@london.gov.uk

For further information and how to request your data, please use the [contact form](#) in the Personal Information Charter [here](#), under 'How to find out what personal information we hold about you' section.

We will respond to your request within one month of receiving it. If your request is complex we may extend the period by a further 2 months but will let you know we are doing this.

You can also find more information from the Information Commissioner's Office at: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

For further information about this Privacy Notice or queries about how DfE handles your personal information, please contact the Data Protection Officer at: [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education) or write to our postal address: Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT.

Data protection at the GLA

All staff at the GLA are responsible for compliance with the UK Data Protection Act 2018. Further information and a copy of the GLA's Data Protection Policy can be obtained by emailing data.protection@london.gov.uk

Contact details for Multiply at the GLA



Multiply@london.gov.uk



www.london.gov.uk/programmes-strategies/jobs-and-skills/london-multiply-programme.

More information about how the GLA handles personal information is published [here](#).