

Lambeth Adult Learning Service privacy notice

This policy explains how the information we collect about you is used and your rights in relation to that information.

Controller DPO

Our Data Protection Officer (DPO) is the Head of Information Governance.
Contact the [Data Protection Officer](#).

Information we collect

- Name and contact details
- Date of Birth
- Employment and educational details
- Nationality
- Visual images, personal appearance and behaviour
- Household details, lifestyle and social circumstances
- Students records and financial details

Purpose

- to enable us to monitor our performance against our equality and diversity objectives
- to ensure we are targeting our service to meet priority groups
- to meet our legal and statutory duties and responsibilities
- to process enrolments
- to support your learning
- to carry out administration
- to support your application for government funding
- for general statistics and research
- for own internal records so that individuals can be provided with a high quality service
- to contact learners in response to a specific enquiry
- to customise services so they work better for you
- to detect/prevent crime/fraud

Lawful Bases

Our legal basis for using personal data is under contract to provide (adult) education.

Recipients

- ESFA
- LRS
- Ofsted
- Third Party that LALS contract to obtain education and employment related outcomes
- FE College & community training providers

How long we keep your personal information

Non-accredited provision (formerly Community Learning (CL))	Documentation must be kept for 6 years after the end of the financial year in which the academic year concluded
Accredited provision (formerly Adult Skills Budget (ASB))	2007-2013: Until 31st December 2022 2014-2020: Until 31st December 2030

Next review date: July 2022

Rights

You have the right to access, rectify and delete personal information, in addition to other rights as explained in the [full version of our privacy notice](#).

You have the right to contact us with a complaint if you're unhappy with the way your personal data has been used.

We are committed to resolving complaints about our collection or use of personal information.

You also have the right to lodge a complaint with the [ICO](#) if this issue is not resolved. You may at any time control access to and use of your personal information by contacting the [Controller DPO](#).

Such control will include the ability to see what information we hold and to opt out of any use of your personal information and to prevent disclosure to any third party except as required by law or the order of a court of proper jurisdiction.

Additional Information

To see a full version of our privacy notice, please visit our [privacy notice](#).