

### Who is collecting and using your personal data?

The Council of the Isles of Scilly will act as a 'data controller' in conjunction with the Education and Skills Funding Agency (ESFA) and the Department for Education for any personal data that you provide to us. As such, we will ensure that the data given to us is processed in line with our organisation's data protection policies and in line with your rights under the Data Protection Act 2018 and the General Data Protection Regulations.

### Why are we processing your personal data?

Your personal information is used by the Council of the Isles of Scilly's Learn Scilly Team 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).

If you have given us consent, we will use the marketing information you give us to send you emails about adult education courses that we offer.

The lawful grounds we rely upon for processing your personal data is regulation 1(1)(c) of the General Data Protection Regulations.

### What type of information do we collect from you?

Learn Scilly collects and stores information you give us from enquiries and enrolment forms.

The personal information we collect about you can include:

- your name, date of birth, address, email, ethnicity, nationality
- information about disabilities or learning difficulties
- employment status, eligibility to any benefits
- existing qualifications

### Who will we share your personal data with?

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is compliant with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you so that they can carry out research and evaluation to inform the effectiveness of training.

### How long will we hold your personal data?

Information type	Keep for	Keep from	Legislation or business reason
Adult learning – learner and course information	Until 31st December 2030	From creation	Education Skills Funding Agency requirement
Adult Learning – general enquiries	1 year	From creation	Local decision
ESF project data	10 years	From end of the project	ESF requirements

### Exercising your rights

Under the Data Protection Act 2018 and the General Data Protection Regulations you have the following rights:

- The right of access to your own personal data.
- The right to request rectification or deletion of your personal data.
- The right to object to the processing of your personal data.
- The right to request a copy of the information you provide us in machine readable format.
- The right to withdraw your consent to any processing that is solely reliant upon your consent.

Should you wish to exercise any of your rights, you should contact the Council of the Isles of Scilly's Data Protection Officer [dpo@scilly.gov.uk](mailto:dpo@scilly.gov.uk)

### Your right to complain

If you wish to complain about the way that your personal data has been handled by the Council of the Isles of Scilly, you should write to the Data Protection Officer and clearly outline your case. Your complaint will then be investigated in accordance with the Council's [Complaint's Policy](#). If you remain dissatisfied with the way your personal data has been

handled, you may refer the matter to the Information Commissioner's Office whose contact details are below:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)