

 **Adult Education Enrolment Form**

 **& Learning Agreement**

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| Adultedlogojul09no background**1. Personal Details (please complete using BLOCK CAPITALS)** |
| Surname: | Family/previous name: (if different from current name) |
| First Name (s):  | Title  | Residency Status Check Done □  |
| Address: | In which country do you normally live? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_What is your Nationality? Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_UK resident for at least last 3 years? Yes □ No □If NO, have you been a European Economic Area (EEA)/EU resident for the last 3 years? (on the first day of learning) Yes □ No □Are there any immigration restrictions on how long you can stay in the UK? \_\_\_\_Are you here on a visa Yes □ No □If YES, when does it expire? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Are you a registered Asylum Seeker or Refugee? Yes □ No □ |
| Post Code: |
| Tel: | Emergency Contact: Name & Number: |
| Mobile: |
| Email:

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Your email may be used by your tutor/college staff to keep in touch with you. |
| DoB (date month year) | Passport ID: | OR | Sex: Female □  Male □ |
| Birth Certificate Number: |
| Checked Original □ |
| National Insurance No: | Have you been a student at this college before? Yes □ No □ |

**LEARNING AGREEMENT**

***Shaded boxes to be completed by a member of College staff.***

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| **2. Name of course or training programme you are enrolling on** |
| Class Name: Level 3 Forest School Leader  |
| Qualification: | Venue: ASFC plus outdoor location |
| Start date: 18th September 2020 | End date:  |
| Guided Learning Hours: | No of sessions: |
| Day: Various  | Times: 9am – 4pm (approx.) |

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| **3. Payment details** |
| Tuition fee  | £ | see section 8 |
| Exam fee  | £ | see section 8 |
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| TOTAL | £ 795 | □ Paid in full at enrolment.Cash □ Cheque □ Debit Card □ Credit Card □**Receipt number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  **Important Notice**Non payment of fees could result in one or more of the following - not being entered for exams or forthcoming modules, late exam entry charges, results being withheld or being withdrawn from the programme.For courses that last an academic year, payment must be completed within the first 5 months of study e.g., for courses commencing in September, payment must be complete by January – with regular payments made each month. For shorter courses, a pro-rata adjustment will be made. | Organisation to be invoiced: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ Not paid in full at enrolment **(for course fees over £1000 only)****Instalment arrangements (**1st instalment must be paid at enrolment & payments must be made at agreed intervals)Deposit: \_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_ payments of \_\_\_\_\_\_\_\_\_\_\_\_\_Payment to be completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **4. Employment/Voluntary Work Details** |
| **Are you:**

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| **Employed** |  **Unemployed** |
| □ In paidemployment | □ Not in paid employment, looking for work & available to start work□ Not in paid employment, not looking for work and/or not available to start work |
| □ Self employed | □ Retired □ Volunteering □ In full-time education or training prior to enrolment |
| □ 0 to 10 hours per week□ 11 to 20 hours per week□ 21 to 30 hours per week□ 31+ hours per week | □ Less than 6 months□ 12 – 23 months□ Greater than 36 months | □ 6 – 11 months □ 24 – 35 months  |
| □ In receipt of Job Seekers Allowance (JSA) in the Work Related activity group (WRAG)□ In receipt of Employment Support Allowance (ESA) in the Work Related activity group(WRAG)□ In receipt of Universal Credit□ In receipt of other state benefit not listed above |
|  **Household Situation** |
| □ No household member is in employment and the household includes one or more dependent children□ No household member is in employment and the household does not include any dependent children.□ Learner lives in a single adult household with dependent children □ Prefer not to say □ Not applicable |

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| **Vocational Courses- Education & Early Years****My enrolment is related to my employment/voluntary work** □DBS Disclosure Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please state full name and address of employer below.Is this: Paid Work □ or Voluntary Work □…………………………………………………………………………………………………………………………………………………………………………………………….………………………………………………………………………………………………………………………………………………………………………………………………Post Code: ………… Contact Name: ……………………Position: ……………. Contact Number: …………………………**My enrolment is unrelated to my employment/voluntary work** □ Please complete section 7 on GCSE English & GCSE Maths for Level 3 Early Years Educator course**.** |

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| **5. Ethnicity** |
| To help us monitor our Equal Opportunities Policy please tick the option that best describes your ethnic origin. This information will be treated confidentially. |
| White | Asian/Asian British | Other ethnic group |
| □ 31 English/Welsh/Scottish/Northern Irish/British | □ 39 Indian | □ 47 Arab |
| □ 32 Irish | □ 40 Pakistani | □ 98 Any other ethnic group |
| □ 33 Gypsy or Irish Traveller | □ 41 Bangladeshi | □ 99 Not provided |
| □ 34 Any Other White background | □ 42 Chinese |  |
| Mixed/Multiple ethnic group | □ 43 Any other Asian background |  |
| □ 35 White and Black Caribbean | Black/African/Caribbean/Black British |  |
| □ 36 White and Black African | □ 44 African |  |
| □ 37 White and Asian | □ 45 Caribbean |  |
| □ 38 Any Other Mixed/multiple ethnic background | □ 46 Any other Black/African/Caribbean background |  |

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| **6. Support – Disability, Health Issues or Learning Difficulty**  |
| Please tick any disabilities in the boxes on the left and indicate your primary disability on the right hand sideThis information will be treated confidentially. **Primary**  **Primary**

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| □ 01 Emotional/behavioural difficulties  | □ | □ 13 Dyscalculia  | □ |
| □ 02 Multiple disabilities  | □ | □ 14 Autism spectrum disorder  | □ |
| □ 03 Multiple learning difficulties  | □ | □ 15 Asperger’s syndrome  | □ |
| □ 04 Visual impairment  | □ | □ 16 Temporary disability after illness  (e.g. post – viral) or accident  | □ |
| □ 05 Hearing impairment  | □ | □ 17 Speech, Language and Communication Needs  | □ |
| □ 06 Disability affecting mobility  | □ | □ 93 Other physical disability  | □ |
| □ 07 Profound complex disabilities  | □ | □ 94 Other specific learning difficulty (e.g. Dyspraxia)  | □ |
| □ 08 Social and emotional difficulties  | □ | □ 95 Other medical condition (for example epilepsy, asthma, diabetes)  | □ |
| □ 09 Mental health difficulty  | □ | □ 96 Other learning difficulty  | □ |
| □ 10 Moderate learning difficulty  | □ | □ 97 Other disability  | □ |
| □ 11 Severe learning difficulty  | □ | □ 98 Prefer not to say  |  |
| □ 12 Dyslexia  | □ | **□ 99 Not provided**  |  |
|   |  | **□ No disability** |  |

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If you have any health issues, disability or learning difficulties that you need to make staff aware of, please outline any support you feel you will need to successfully complete your course:………………………………………………………..……………………………………………………………………………………………………………………………………….. |
| When an offer of a place is made, the College may contact you to discuss your needs in more detail. If you would like to visit the College or talk to a tutor, please contact the Senior Admissions Officer on 0161 6668215. If you would prefer to speak to the Senior Admissions Officer in confidence about your needs, please indicate this. □  |
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| **7. Previous Learning (To be completed with tutor)** |
| □ **No Qualifications** | □ **Entry Level**Qual/s:……………………………….... | □ **Other Qualifications below Level 1**Qual/s:…………………………… |
| □ **Level 1** (e.g. Fewer than 5 GCSE A\*-C or grade 4 or above/more than 5 D-G, Foundation GNVQ/1 AS Level)Qual/s:……………………… | □ **Full Level 2** (e.g. Five O levels/GCSEs at A\*-C/9-4 or five CSEs at grade 1 or one A level or two to three AS levels or a BTEC 1st Diploma or NVQ Level 2 or equivalent)Qual/s:………………………………… | □ **Full Level 3**(e.g.Two or more A levels or four or more AS levels or BTEC ONC/OND or NVQ level 3 or an Access to HE qualification or equivalent)Qual/s:……………………………… |
| □ **Level 4**(e.g. HNC/HND/NVQ4)Qual/s:………………………… | **□ Level 5** (e.g.Higher Diplomas/NVQ5/HND/FD)Qual/s:……………………………… |  **□ Level 6** (e.g. Bachelor Degree/graduate certificates & diplomas)Qual/s:……………………………… |
| □ **Level 7 & above**(e.g. Masters Degree/postgraduate certificates & diplomas/Doctorate (L8))Qual/s:………………………… | □ **Other Qualification – Level not known, please give details**Qual/s:……………………………………. |
| Do you hold one of the following in English: Level 1 □ Level 2 □ GCSE grade C or grade 4 or above □Do you hold one of the following in Maths: Level 1 □ Level 2 □ GCSE grade C or grade 4 or above □**Please note:** **For the Level 3 Early Years Educator course, learners will be supported to achieve GCSE English and GCSE Maths at grade C or grade 4 or above alongside the qualification in order to gain employment.**  |

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| **8. Fee Payment/Fee Remission (Tutor to indicate which is applicable)** |
| If you are applying for a Government subsidised course, which normally leads to a professional qualification, and you comply with the Fees Agency residency/settled status criteria requested on enrolment, are not repeating learning already undertaken to achieve a qualification, then you may be entitled to fee remission. Adults aged 19 or older on 31st August in the academic year in which they are enrolling in to receive any applicable funding (excluding Advanced Learner Loans). |
| **Are You:** |
| 1. | □ | **Co-funded (paying your own fees)** for learners not entitled to fee remission and paying their fees (please go to section 9). Not eligible for learners aged 19+ taking a level 3 course. |
| 2. | □ | **Advanced Learner Loan (for learners aged 19 and over studying a level 3 qualification)** – If you are aged 19-23 you can only apply for a loan if it is not your first full level 3 qualification. (Learner’s legal entitlement to full funding & recorded in the learner file before loan Application made □ ) Funding and Information Letter completed □ Qualification Aim Number:\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. | □ | **Enrolling on an unfunded course** (please go to section 9) Please note: Although the college may charge for a course on a full-cost recovery basis, the course may be available elsewhere on a funded or loan basis. I understand this □ (please tick to confirm) |
| 4. | □ | **Having your fees paid directly by your employer on receipt of College invoice**. Indicate who to invoice in section 3 (please go to section 9) |
| 5. | □ | **Fully Funded** and entitled to fee remission - select a reason from the list below. |
| **16 - 18 on 31st August 2019** |
| □ | 16 - 18 Study Programme. To be fully funded learners must study GCSE English and GCSE Maths at ASFC alongside their other programme of study here if they have not yet achieved a grade A\*- C or grade 4 or above in GCSE English and GCSE Maths. |
| **19 or older on 31st August 2019 (Entry to Level 2)** |
|  Do you live in Greater Manchester? □ (GMCA) Do you live outside Greater Manchester? □ (ESFA) |
| GMCA |  ESFA |  |
| DAM011 □ | N/A | First full level 2 qualification (A full level 2 is five GCSEs at A\*-C/9-4 or five CSEs at grade 1 or one A level or two to three AS levels or a BTEC 1st Diploma or NVQ Level 2 or equivalent). This is applicable to GCSE Biology if this is the 5th GCSE you are taking to make it a full level 2. |
| FF01 □ | FF01□ |  In receipt of:* Jobseeker’s Allowance (JSA) including those receiving National Insurance Credits only **or**
* Employment and Support Allowance (ESA) and are in the Work-Related Activity Group (WRAG) **or**
* Universal Credit, and earn either less than 16 times the national minimum wage/ national living wage a week, or £338 a month (where the learner is a sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner) and Jobcentre Plus determine as being in one of the following groups: All Work-Related Requirements Group; Work Preparation Group; Work-Focused Interview Group; Released on temporary licence, studying outside a prison environment, and not funded through the Offenders’ Learning and Skills Service (OLASS), **or**
* Council Tax Benefit (not 25% single person’s discount), Housing Benefit, Income Support, Working Tax Credit, Pension Credit or Contribution based ESA not in the WRAG (not a dependant) and earn either less than 16 times the national minimum wage/national living wage a week, or £338 a month (where the learner is a sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner) and want to be employed or progress into more sustainable employment and the learning is directly relevant to their employment prospects and the local labour market needs **or**
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| DAM010 □ | DAM010□ | * Earn less than £17 550 annual gross salary
 |
|  | **For those learners aged 19 or older studying any learning aim up to and including level 2**. **Evidence of benefits & income or wage slip within 3 months of the learner’s learning start date, or a current employment contract which states gross monthly/annual wages and a signed declaration form to confirm the above**. **□** |
|  FF02 □ | FF02□ | Studying Functional Skills English or Maths for learners without a level 2 Functional Skills qualification in the relevant subject, or GCSE English Language or Maths for learners who have not previously attained a grade A\*-C or grade 4 or higher in the relevant subject. |
| **19 – 23 on the start date of the course (Entry to Level 3)**  |
|  FF03 □ | FF03 □ | Learners studying a course up to and including Level 1 (excluding English, Maths and ESOL), to support progression to a first full Level 2 and/or Level 2 for those who already have a full Level 2 if they are unemployed. |
|  FF04 □ | FF04 □ | First full level 2 qualification.(A full level 2 is five GCSEs at A\*-C/9-4 or five CSEs at grade 1 or one A level or two to three AS levels or a BTEC 1st Diploma or NVQ Level 2 or equivalent). This is applicable to GCSE Biology if this is the 5th GCSE you are taking to make it a full level 2. |
|  FF05 □ | FF05 □ | First full level 3 qualification.(A full level 3 is two or more A levels or four or more AS levels or BTEC ONC/OND or NVQ level 3 or an Access to HE qualification or equivalent). |
|  FF06 □ | FF06 □ |  In receipt of: (level 2 only)* Jobseeker’s Allowance (JSA) including those receiving National Insurance Credits only **or**
* Employment and Support Allowance (ESA) and are in the Work-Related Activity Group (WRAG) **or**
* Universal Credit, and earn either less than 16 times the national minimum wage/ national living wage a week, or £338 a month (where the learner is a sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner) and Jobcentre Plus determine as being in one of the following groups: All Work-Related Requirements Group; Work Preparation Group; Work-Focused Interview Group; Released on temporary licence, studying outside a prison environment, and not funded through the Offenders’ Learning and Skills Service (OLASS), **or**
* Council Tax Benefit (not 25% single person’s discount), Housing Benefit, Income Support, Working Tax Credit, Pension Credit or Contribution based ESA not in the WRAG (not a dependant) and earn either less than 16 times the national minimum wage/national living wage a week, or £338 a month (where the learner is a sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner) and want to be employed or progress into more sustainable employment and the learning is directly relevant to their employment prospects and the local labour market needs **or**
 |
| DAM010 □ | DAM010□ | * Earn less than £17 550 annual gross salary
 |
|  | **For those learners aged 19-23 studying any learning aim up to and including level 2**. **Evidence of benefits & income or wage slip within 3 months of the learner’s learning start date, or a current employment contract which states gross monthly/annual wages and a signed declaration form to confirm the above**. □ |
| Please note**: Fee remission covers tuition and exam/certification fees. Some courses attract no fee remission.****Your programme could be part-funded by the ESF (European Social Fund)** |
| **Learner declaration if claiming remission** |
| I am claiming fee remission on the above grounds. I have provided benefit proof /income proof/declaration if applicable. I undertake to inform the college of any change in my circumstances affecting my eligibility to remission. **Staff signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_ **Learner signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **9. Learning Agreement** |
| This agreement explains what services we will provide and gives details of what you can expect from us. It also outlines what we expect from learners. We value the diversity of our learners and are committed to providing a high standard of provision and service for all. |
| **Our Commitments:*** We will provide you with accurate information and impartial advice about the provision and services we offer taking into account of your qualifications, interests and career choices.
* We will provide you with clear details about entry requirements and application procedures for courses.
* We will provide information on sources of available financial assistance and advice on obtaining such support.
* We will provide the opportunity to study for an appropriate qualification and also to add breadth to your learning experience.
* We will provide an induction to college.
* We will provide thoroughly prepared and varied teaching and learning that supports individual achievement.
* We will provide information at regular intervals on your progress.
* We will provide access to additional learning support.
* We will provide a range of pastoral support services including guidance, counselling, chaplaincy and careers facilities.
* We will provide opportunities to help you develop your employability skills.
* We will provide the opportunity for you to comment on and influence the college environment and your courses.
* We will provide a safe environment and access to resources.
* We will provide an honest and fair reference for further study or employment.
* We will strive to achieve equality of opportunity for all in a tolerant and supportive environment.
 | **For students with learning difficulties or disabilities we will:*** Provide specialist assessment of your learning needs.
* Provide a wide range of support and services according to individual need.

**For the community we will:*** Promote Higher Education for all.
* Provide new technology and a wide range of strategies to continue to improve access and widen participation.

**Your Commitments:*** You will have high expectations and conduct yourself in a considerate and respectful way.
* You will apply yourself to your studies with commitment in relation to attendance, effort, work rate and behaviour.
* You are expected to aim for 100% attendance and be punctual, and never less than 95% attendance.
* You will submit a copy of your Student Finance Entitlement Letter to the College or if self-funding pay your tuition fee by the required deadline.
* You will never take holidays during term time.
* You will be on time to all lessons and carry your student ID card at all times.
* You are expected to have full attendance at all scheduled examination periods at the college.
* You are expected to report all absences to the College, ensuring they are genuine and valid.
* You will inform us of where you have moved on to when you leave the college.
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| **10. Learner Declaration** |
| I understand that this document forms the basis of a learning agreement between myself and the College. This is based upon information on this form and the guidance I have received. I have discussed my learning needs and the support opportunities available to me. **Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_****Staff Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **11. Data Protection & Privacy Notice** |
| **Privacy Notice**This privacy notice explains how the college use your personal information. If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 0161 330 2330 or by email to carolyn.wright@asfc.ac.uk. Your personal information is used by us to exercise our official authority to provide further education services within the relevant legal framework. We also have requirements placed on us by the Department for Education (DfE), the Education Skills Funding Agency (ESFA) and the Greater Manchester Combined Authority (GMCA). **What information do we collect about you?**We collect information from you when you apply to join the college. Once you enrol as a student at the college, the information we collected at application is updated where necessary during the enrolment process. The information we collect includes your name, address, contact details, date of birth and previous education. We will also take your photograph for security purposes, and will keep a record of emergency contact details.**How will we use information about you?**We will use the information you provide at application to keep you updated on the progress of your application. Once you have enrolled, this information is used to support the provision of your education during your time with us. We also pass information to relevant government bodies and agencies as part of our mandatory duty. You can view a separate privacy notice from the Greater Manchester Combined Authority (GMCA) and the Education and Skills Funding Agency (ESFA) on behalf of the Department for Education at the end of this notice. During your time with us, new information about you will be created in the form of academic assessments and learner feedback. Student photographs are displayed within the College, and may be used on marketing materials internally and externally for up to 3 years. Your information will be securely destroyed after it is no longer required for these purposes, in accordance with our retention policy. You can request a copy of this policy from the college’s data protection officer.**Marketing**When you apply to join us, we will write to you to share information about your application, our courses and the other benefits of joining our college. We will not share your details with any other organisation for marketing purposes. If you would not like to receive information about the college, please let us know, however, this may result in you not receiving important information to support your application. The college would also like to maintain contact with you as one of our alumni. This means we need your consent to allow us to send you communications about various activities and events which may interest you, and information about how you can continue to connect with the college into the future.If you are happy for us to contact you as an alumni, please indicate below:* To receive newsletters and course information
* To receive information about alumni events

**Special Categories of Information**The college will also ask you to provide information relating to your ethnicity and any health or additional learning needs you may have. This information is used to ensure that we meet our obligations under the Equality Duty. We also use any information you provide to us about your health or additional learning needs to ensure that we provide support to you as required during the application and enrolment processes and throughout your time with us at the college. Under data protection legislation, explicit consent must be received to process special categories of data, including ethnicity and health needs, and therefore we request that you sign the following consent-to-process clause regarding the processing of this data. If you do not do so, we may be unable to offer you a course place and may withdraw any offer already made. If you would like to discuss this further, please do not hesitate to contact us.***I give permission for Ashton Sixth Form College to receive and process information provided by me or any other relevant agency regarding my health or other areas of need, in order to provide the necessary support whilst I am studying at the college. This information may also be used for statistical purposes and to ensure the college meets its obligations under the Equality Duty.*****Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **Greater Manchester Combined Authority – Adult Education Budget: Privacy Notice (Version 1, August 2019)****1. What is the Adult Education Budget?** 1.1 The Adult Education Budget (AEB) is a single funding stream replacing what had previously been three separate budget lines. It is intended to fund provision which supports the local labour market and economic development. In particular, it focuses on ensuring that adults have the basic and core skills they need for work; including guaranteeing a number of statutory entitlements relating to literacy, numeracy and digital skills. 1.2 In the Chancellor’s Spending Review / Autumn Statement in November 2015, and in further announcements within the Budget in March 2016, it was confirmed that AEB would be devolved to the nine Local Enterprise Partnership (LEP) / Combined Authority (CA) areas. For Greater Manchester, the devolved AEB will play a key role in the region’s reform agenda, linking with other activity aimed at supporting residents into productive and sustained quality employment, as part of an integrated education, work, skills and health system. **2. Who we are** 2.1 The Greater Manchester Combined Authority (GMCA) is a Public Authority and the Data Controller for the information that is provided to it by the Education and Skills Funding Agency (ESFA) to provide the Adult Education Budget funded provision. 2.2 Legislation requires the GMCA to appoint a Data Protection Officer who is responsible for protecting individuals’ personal data according to current legislation. You can contact the GMCA Data Protection Officer via email at OfficeofDPO@greatermanchester-ca.gov.uk**3. How we get your personal data** 3.1 The GMCA will be provided with the personal information that is collected by the ESFA in accordance with the terms and conditions of funding imposed on providers of learning, for example, further education colleges and private training organisations. 3.2 Learner information collected by the ESFA is known as the Individualised Learner Record (ILR). The specification and standards for the ILR are published for each academic year (1st August to 31st July) by the ESFA (<https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2019-to-2020>). This specification provides more information about the use of your information. **4. Our legal basis for using your information**4.1 The GMCA has a legal responsibility to provide AEB funded provision for the people of Greater Manchester. Therefore, the GMCA is using your data as it “is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”. 4.2 For the special category data, for example gender or ethnicity, our legal basis would be that “it is necessary for reasons of substantial public interest” as the GMCA is carrying out work given to it by law. **5. What do we do with your information?** 5.1 The GMCA will only be able to use the data ESFA provide for specific purposes. These are: • Storing your information to make sure it is available when needed: • Processing financial transactions including grants and payments; • Maintaining accounts and records; • Supporting and managing our employees: • Providing adult education services; • Administering any corporate activities the GMCA are required to carry out as a data controller and public authority; • Undertaking research and evaluation of the services provided; • Supporting internal financial and corporate functions; and • Providing reports to governance boards regarding the adult education services. When using the data for the above purposes GMCA will be considered as a Data Controller. **6. What do we do to make sure your information is secure?** 6.1 The information the ESFA provide will be subject to rigorous procedures to make sure it can’t be seen, accessed or shared with anyone who shouldn’t see it. These include: • All staff receive specific information security training; • All staff comply with Information Security policies and procedures. These set out how your information is protected and what happens if the security of the information is breached; • All laptops used by staff are encrypted and need a unique logon password and ID to access the computer systems; and • Staff only have access to the information they need to do their job. This means if they are not the right person in the right team they will not be able to see your information. 6.2 The GMCA also has responsibilities to keep our computer systems secure and take steps to stop outside malicious access, also known as hacking. This requires us to comply with requirements specified by central Government. **7. How long will we keep your information?** 7.1 The GMCA will delete your information after December 2032. **8. How can I exercise my information rights?** 8.1 The GMCA must comply with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Under data protection law you have rights, including: • Your right of access – you have the right to ask us for copies of your personal information; • Your right to rectification – you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. • Your right to erasure – you have the right to ask us to erase your personal information in certain circumstances; • Your right to restriction of processing – you have the right to ask us to restrict the processing of your information in certain circumstances; • Your right to object to processing – you have the right to object to the processing of your personal data in certain circumstances; • Your right to data portability – you have the right to ask what we transfer the information you give us to another organisation, or to you, in certain circumstances. • You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. If you have any requests in line with the above, please contact us at OfficeofDPO@greatermanchester-ca.gov.uk **9. How to find out more** 9.1 To find out more about how the GMCA handle your data please visit our Organisational Privacy Notice (<https://www.greatermanchester-ca.gov.uk/who-we-are/publication-scheme/privacy-policy-and-data-protection/>)9.2 If you feel we have not handled your information appropriately, you can complain to the Information Commissioner’s Office. For further details on this and your information rights, please visit the Information Commissioner’s website (<https://www.greatermanchester-ca.gov.uk/who-we-are/publication-scheme/privacy-policy-and-dataprotection/>)**Education and Skills Funding Agency - Privacy Notice 2019 to 2020 (Version 1, April 2019)****How We Use Your Personal Information** This privacy notice is issued by the Education and Skills Funding Agency (ESFA), 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 European Social Fund (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.  By post.  By phone.  By e-mail. Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: <https://www.gov.uk/government/publications/esfa-privacy-notice> |