



# **Adult Training Network (ATN) Privacy Notice**

## **Our contact details**

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## **What type of information we have**

ATN currently collects and processes a range of details about yourself including, your name, date of birth, gender, address, previous address (if applicable), telephone number and email address. We also collect details of your previous/current qualifications, employment, employment status, educational history, nationality, residency and ethnicity. Your Household information is collected for the ESFA/GLA only (see below) and is not used by ATN for the enrolment purpose.

If your academic age is under 25 and you are considered a vulnerable learner,

1. ATN can send to or discuss with your Parent(s) / Carer(s) / Guardian(s) and School/Local Education Authority (LEA) regarding Attendance, Progression and Disciplinary details/data.

2. ATN can use your mobile number & the mobile number of your next of kin, to send attendance related texts.

If your employer or managing agent releases you from employment to attend ATN or pay your fees they will routinely be supplied with your attendance details and progress on the course.

## **How we get the information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

Education, training, employment and well-being related purposes, including for research

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting Sarjeet Singh Gill on [sgill@adult-training.org.uk](mailto:sgill@adult-training.org.uk)
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

## **What we do with the information we have**

The Adult Training Network is required to collect information from all its learners for academic, administrative, audit, funding, health & safety, safeguarding, security, wellbeing reasons

We may share this information with third parties such as the Greater London Authority and Dept for Education and prime contractors 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 in compliance with data Protection legislation. The Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your personal information is used by the GLA/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.

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>

## **How we store your information**

Your data will be securely stored electronically and on paper at Unit 3, Triangle Centre, 399, Uxbridge Rd, Southall, Middx, UB1 3EJ . Our electronic systems are encrypted and only authorised individuals are given access to your data where appropriate for the above purposes.. Your data is kept according to the ATN's Data Retention Policy. We are

required to keep your data once you have finished your course for reasons relating to Achievements, Auditing and Funding. After this time your data is appropriately destroyed by either shredding of paper records or safe electronic erasure.

## **Your data protection rights**

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 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 that we transfer the information you gave 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.

Please contact us at either [sgill@adult-training.org.uk](mailto:sgill@adult-training.org.uk) , <tel:02085749588> or Unit 3, Triangle Centre, 399 Uxbridge Road, Southall, UB1 3EJ if you wish to make a request.

## **How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113