



## Privacy Notice - 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 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 in compliance with data protection legislation.

The English European Social Fund (ESF) 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.

You can agree to be contacted for other purposes 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>

### CSW Group processing your data on behalf of the Education and Skills Agency

CSW Group is processing your data in accordance with our legitimate interests in meeting the obligations of our contract with the Education and Skills Agency Education. CSW group are a sub-processor for the Education and Skills Funding Agency who in turn are data processors on behalf of the Department for Education who is the Data Controller. CSW ensures that we that we follow the instructions for processing your information as set out in our contract and have the appropriate systems and processes to protect your information.

If you would like further information about how CSW Group collects, processes and protects your information, please discuss with your adviser or look at the data protection section on our website at [www.cswgroup.co.uk](http://www.cswgroup.co.uk) which includes information on how to contact our Data Protection Officer who can be contacted via [DataProtection@cswgroup.co.uk](mailto:DataProtection@cswgroup.co.uk)