



Employment, Business and Skills

Data Protection Statement

Courses and training where we do not receive funding

Employment, Business and Skills courses and training are externally or internally funded. For these courses, we are the data controller under Data Protection law (Data Protection Act 2018) as we collect and process personal information about you in order to provide services and meet our legal obligations.

Courses funded by the Greater London Authority (GLA), Education and Skills Funding Agency (ESFA), European Social Fund (ESF) and other funders

We collect data for our funders. The Department for Education (DfE) is the data controller for personal data processed by the GLA and 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). The type of information collected includes name, address, date of birth, national insurance number, residency and employment status.

Further information about use of and access to your personal data, and details of organisations with whom the GLA and ESFA share data: www.gov.uk/government/publications/esfa-privacy-notice

More information about the Council's data protection policy:
www.walthamforest.gov.uk/content/your-data-privacy-right

Who your information is and may be shared with internally and externally

Your information may be shared with third parties for education, training, employment and well-being related purposes, including surveys and research. This will only take place where the law allows it and the sharing is in compliance with the Data Protection Act 2018.

Name: Celia Willson
Job Title: Head of Programmes and Performance

Date: August 2022



SUPPORTED BY
MAYOR OF LONDON



Education & Skills
Funding Agency



| Data | Why | Our role | How Long will it be held | Comments |
|--|--|-----------------|--------------------------|---|
| Funded Courses / projects | Contractual Obligation | Data Processor | 3 – 13 years | This depends on funding rules and requirement eg - ESFA / GLA, ESF DWP (up to 13 Years) |
| Full Cost Recovery Courses / commercial projects | Legal Obligation and Legitimate interest | Data Controller | 7 Years | Eg - Health & Safety Financial rules for audit and to inform service offer. |
| Marketing and Surveys | Legitimate interest | Data Controller | 3 Years | Level 1: Data to inform service provision. Level 2: Data collected (including pictures, quotes and case studies) will be used to promote service offer. Participants will be required to complete a consent form |

Name: Celia Willson
Job Title: Head of Programmes and Performance

Date: August 2022

Waltham Forest Adult Learning Service
Queens Road Learning Centre
97 Queens Road, Walthamstow E17 8QR



Photography and recording Consent Form – Adult

(for use with people over 18 years of age)

Learner Name / Group: _____

Centre: _____ Date _____

Course title /
event _____

Description of you, for example 'brown hair, wearing a purple dress'

Would you like to make any comments about your course, the event or the Waltham Forest Adult Learning Service?

By signing this form, you confirm that you are over 18 and agree to the statement below. If you are under 18 years of age, please use the alternative photography consent form.

I hereby give you, Waltham Forest Council, or anyone authorised by you, permission to use my picture, comments and all records of my learning with Waltham Forest Adult Learning Service for any purpose, without compensation to me. This includes any and all photographs, recordings and comments, which you have this day taken of me, for any purpose, without compensation to me. All digital, printed and written material together with prints shall constitute your sole property.

Waltham Forest Council will destroy the images 3 years after the date this form has been signed and will not create any new publicity using the images after destruction. Any publicity that has been created before the destruction date, including printed brochures and social media posts, may still be viewable after the images have been destroyed.

Your name: _____

Your signature: _____

Staff: Please make sure that you get a signed form from each person in the pictures. Forms and copies of images and recordings should be given to Marketing. Pictures without consent forms cannot be used for publicity

Photography and Recording Consent Form – Children

(for use with individuals under 18 years of age)

Name of photographer: _____

Centre: _____ Date: _____

Course title / event _____

Description of child, for example 'brown hair, wearing a purple dress'

Child's comments about the course or event?

I understand that my child may be able to be recognised in photographs and recordings. I consent and confirm that I have (and confirm that I have asked my child who has) no objection to Waltham Forest Council, or anyone authorised by Waltham Forest Council, using and making available copies of the photographs and comments for any lawful purpose including publicity and reference materials including, media work, advertising and promotions. All digital, printed and written material together with prints shall constitute your sole property.

I understand that you have taken or would like to take photographs / recordings on behalf of Waltham Forest Council at the location set out above which will include the image and likeness of my child.

Waltham Forest Council will destroy the images 3 years after the date this form has been signed and will not create any new publicity using the images after destruction. Any publicity that has been created before the destruction date, including printed brochures and social media posts, may still be viewable after the images have been destroyed.

Name of child: _____ Age of child: _____

Please tick (one only):

- I give permission for the photographs / recording to be used for multiple Council uses (up to three years) []
- I give permission for the photographs / recording to be used for this single Council use only [] (as detailed above in 'Waltham Forest Council job description')

Signed (parent/guardian): _____

Name (capitals): _____

Staff: Please make sure that you get a signed form from each person in the pictures. Forms and copies of the pictures should be given to Marketing. Pictures without consent forms cannot be used for publicity.