

## PETERBOROUGH REGIONAL COLLEGE – PRIVACY NOTICE

<b>How We Use Your Personal Information</b>	
<b>Peterborough Regional College</b>	<b>Education and Skills Funding Agency</b>
<p>This privacy notice is issued by Peterborough Regional College (the College) to inform learners how their personal information will be used by us. The College is the data controller in respect of this data. We will share your data with the Education and Skills Funding Agency (ESFA) and their privacy notice is attached.</p> <p>We will use your information to manage and administer your education. This will include putting together class lists, for sending event invitations, for communicating with you, for dealing with admissions, for putting together reports and registers, to check entrance exam results, to allocate you to the correct classes for assessments, to make arrangements for exams or visits, to consider whether to offer places to students, to consider whether special provision or assistance is required for exams and visits and to be able to tell other colleges your attendance dates if you leave. Your information will be securely destroyed after it is no longer required for these purposes.</p> <p>Your information may be shared with third parties for the purposes of your education, training, employment, well-being and safeguarding, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.</p> <p>Generally, the information is processed as part of our public interest task of providing education to you. Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>