

Cambridge Regional College Declaration

9. Declaration

I certify that the information given is correct. I have read and agree to the terms and conditions set out on the reverse. I understand the cost and entry requirements for my chosen course(s) and will receive further guidance as appropriate at the course(s) start. I am aware of the requirements to inform the College of any previous, pending or current criminal convictions, warnings, reprimands and cautions and understand that further action may be taken if I do not disclose this information promptly (please see terms and conditions overleaf). I understand that this course may be directly or indirectly part-financed by the European Social Fund - helping develop employment by promoting employability, business spirit and equal opportunities and investing in human resources.

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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and wellbeing purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. In these cases, it is part of our statutory duties and we do not need your consent.

Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about:

About courses or learning opportunities For surveys and research By post By phone By email

Please tick relevant boxes to give your consent.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the ESFA Privacy Notice <https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>

If you would like to get in touch with us, you can contact the DfE in the following ways:

- Using our online contact form at https://form.education.gov.uk/service/Contact_the_Department_for_Education
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at – Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

Any outstanding debt may be passed onto a Third Party Debt recovery agency, where further charges may be applied.