# How Hull Training and Adult Education uses Personal Information

The General Data protection Regulation (or GDPR for short) is a positive step towards you having more control over how your data is used.

Hull Training and Adult Education is committed to clearly explaining what data we collect, its purpose, how long we keep it for and who we would share it with. The table below identifies this.

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| **Data we collect** | **Why we collect it** | **Who we share it with** | **How long we keep it for** |
| Sensitive Data such as Name, Address, Date of Birth, Contact details, Ethnicity, National Insurance Number, Gender, Learning Difficulty, Disability | We collect this data on behalf of our Funding Bodies. For more details about how they use your data please visit  [Accessing your personal learning record - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/how-to-access-your-personal-learning-record#about-your-personal-learning-record)  [ESFA privacy notice - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/esfa-privacy-notice/esfa-privacy-notice) | The Education and Skills Funding Agency and the Department for Education | Until 2030 for accredited learning  7 years from completion for non- accredited learning |
| As above | Register learners for qualifications | Awarding bodies - various | As above |
| As above | Report safeguarding concerns to the Safeguarding Board | Safeguarding Board | Up to the learner’s 25th birthday |
| As above | IT Account creation | Google sites | + 1 year post qualification achievement  /end of course |
| As above | IT Account creation | E Portfolio | + 6 years post qualification |
| As above | Follow up post course to see what impact the training has had | External company for learner destination | Report will be retained as per the funding data. The company will retain the data for the duration of the contact |

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|  |  | Learning Needs/ Education Health Care Plan | funding data |

If you have any questions about Data Protection and Hull Training and Adult Education, please contact:

[learneradvice@hullcc.gov.uk](mailto:learneradvice@hullcc.gov.uk)

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