

# Learner Privacy Notice (2026–27)

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This privacy notice explains how your personal information is used by **Learn Ealing**, the **Department for Education (DfE)** and, where applicable, the **Greater London Authority (GLA)**.

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## 1. Who we are

Learn Ealing collects and processes your personal information so we can deliver education and training, support your learning, and meet our legal and funding requirements.

We are a **data controller** for the information we collect about you.

## 2. What information we collect

We collect personal information that is necessary to deliver your course and meet funding requirements, including:

- Name, date of birth and contact details
- Residency and eligibility information
- Employment status and prior qualifications
- Learning aims, attendance, progress and achievement
- Support needs (e.g. learning difficulty and/or disability)
- Evidence documents (e.g. ID, residency or benefits evidence)
- For some programmes: employer and workplace details

We only collect information that is necessary for teaching, funding, safeguarding, and reporting purposes.

## 3. Why we collect and use your information

We collect and use your information to:

- Enrol you onto a course
- Deliver teaching, learning and support
- Record attendance, progress and achievement
- Monitor the quality of our provision
- Meet safeguarding and legal requirements
- Claim funding and meet audit and compliance requirements
- Support research, statistical analysis and evaluation

As a publicly funded provider, we are **required to collect and return your information through the Individualised Learner Record (ILR)** as part of our funding agreements.

## 4. Lawful basis for processing

We process your personal data under:

- **UK GDPR Article 6(1)(e) – Public task**
- **UK GDPR Article 9(2)(g) – Substantial public interest**

This means we are legally required to collect and share certain information in order to deliver publicly funded education and training.

## 5. Who we share your information with

### Department for Education (DfE)

We **must share your information** with the Department for Education through the Individualised Learner Record (ILR), as required by our funding agreement.

The DfE may share your information with organisations including:

- Education and Skills Funding Agency (ESFA)
- Office for Students
- Local authorities
- Awarding organisations
- Organisations carrying out research and evaluation

You can find out more here:

👉 [Privacy information: key stage 4 and 5 and adult education - GOV.UK](#)

### Greater London Authority (GLA) (*for GLA-funded courses*)

Your course is funded by the GLA, and your information will also be shared with the GLA.

The GLA may use your information for:

- Funding, monitoring and performance management
- Audit and compliance checks
- Research and evaluation purposes

This data sharing is **required under our funding agreement with the GLA.**

## 6. How long we keep your information

In line with DfE requirements:

- Your ILR data is kept for **20 years** for operational purposes
- It may be retained until you are **aged 80** for research and statistical purposes

We may keep some information for longer where required by law or audit.

## 7. Your rights

You have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion (where legally permitted)
- Restrict or object to processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

## 8. Contact details

### Learn Ealing

Email: [learnealinf@ealing.gov.uk](mailto:learnealinf@ealing.gov.uk)

Phone: 02088255577

### Department for Education (DfE)

Email: [data.protection@education.gov.uk](mailto:data.protection@education.gov.uk)

### Greater London Authority (GLA)

Email: [informationrights@london.gov.uk](mailto:informationrights@london.gov.uk)