

The name and contact details of the data controller :

London Borough of Camden,

Judd Street

London.

WC1H 9JE

020 7974 4444

The name and contact details of the Data Protection Officer:

Andrew Maughan, Borough Solicitor

dpo@camden.gov.uk

What personal data will we collect about you and for what purpose?

We are conducting a survey with learners that have undertaken a course with Camden Adult Community Learning. The survey is to find out the destination of learners after leaving their course, and/or to gain their feedback on our courses. This will help us to improve our curriculum offer, and allow us to comply with requirements from funding and regulatory bodies the Greater London Authority, the Education and Skills Funding Agency, and OFSTED.

We are working with QDP Services Ltd who will carry out the survey on behalf of the London Borough of Camden. QDP Services Ltd will contact learners using their telephone number and email address. As part of equalities monitoring QDP Services Ltd will use some Special Category data (ethnicity, sex, disability status, age group), which will enable us to analyse the impact our courses have on different groups of people and find out where improvements can be made to the service.

What is our legal basis for processing your data?

Article 6(1)(e)- a task carried out in the public interest that has a basis in law under Part 8 of the Education and Inspections Act 2006 and to meet contractual requirements to funders, GLA and ESFA.

Special Category data - Article 9(2)(g)- substantial public interest

What categories of personal data are being processed?

- First name
- Surname
- Telephone number
- Email address
- Sex
- Ethnicity
- Disability status
- Age group
- Learner reference number

Who will the council disclose your data to?

We will disclose the data to QDP Services Ltd who we have commissioned to undertake the engagement work.

You can find QDP Services Ltd Privacy Notice here

<https://qdp-services.co.uk/QDPDocuments/QDPPrivacyPolicy.htm>

We also undertake general data matching or data sharing in certain areas for the prevention or detection of crime, you can find out more information on that [here](#)

Will we transfer your data outside of the EU/EEA?

We will not transfer your Personal Data outside the EU/EEA

How long do we keep your personal data?

The Council will keep survey response data for the duration of the project and up to 3 years after completion. The Council will continue to keep data from original course enrolment forms for 7 years, as per requirements from funding bodies. QDP Services Ltd will delete personal data within 3 months of the project's completion in line with their contract.

Your Data Subject Rights:

You have the right to request a copy of the information we hold about you, the right to ask us to rectify, erase or restrict processing of your data, the right to ask for data portability, the right to object to automated decision making, and if we are relying on consent the right to withdraw consent at any time. There are some exemptions to these rights. Please see our website [here](#) and the ICO website [here](#) for more information. To exercise these rights please use our web form [here](#).

The right to lodge a complaint with a supervisory authority:

You can complain to the Information Commissioner's Office if you are unhappy with how the council has handled your personal data. It would be helpful if you contacted us first at dpa@camden.gov.uk to see if we can resolve the problem. You can contact the ICO at casework@ico.org.uk telephone 0303 123 1113, or post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Is providing Personal Data part of a statutory or contractual requirement or obligation?

This project uses personal data that has been collected when the learner enrolled on their course as part of a contractual requirement from funding bodies the Greater London Authority, and the Education and Skills Funding Agency. However learners are not obliged to respond to the survey and can refuse when contacted by QDP Services Ltd.

Are we using automated decision Making and Profiling?

We are not using Automated Decision Making or Profiling to process your personal data.

What information is mandatory for you to provide and what are the consequences of not providing the information?

The project only uses personal data provided when the learner enrolled on the course. Learners are not obliged to respond to the survey and can refuse when contacted by QDP Services Ltd.