

Adult & Community Learning Privacy Notice

This privacy notice applies to the Adult & Community Learning service delivered by Worcestershire County Council Libraries & Learning service and should be read in addition to Worcestershire County Council's [Full Privacy Notice](#).

The privacy notice will cover:

[Purpose for processing](#)

[Personal information collected and lawful basis](#)

[Who we may share your information with](#)

[How long we will hold your information](#)

[Your information rights](#)

Purpose for processing

The services process personal information in order to manage and administer the Adult & Community Learning service either directly or jointly with partners and commissioned private and third sector providers. This includes:

To deliver Libraries and Learning courses across Worcestershire

To create and maintain a unique learner number (ULN) and an Individual Learning Record (ILR) for learners

Statutory requirements e.g. reporting to Government on courses

Service improvement and planning

Prevention and detection of crime

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More information about our retention periods can be found in our [summary Disposal Schedule](#).

Please note stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

Your information rights

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our [Make a DJT&TBT\(ke/6\(w\)24\(f\)-13n-2\(e\)4\(\)-2\(sc\)3\(o\)-6\(n\)](#)