

Privacy Notice - Our Newham Learning & Skills

Who we are

London Borough of Newham (LBN) is registered with the Information Commissioner's Office (ICO) as a 'Data Controller'. This privacy notice applies to you ('the service user') and LBN ('the Council'). The Council takes the privacy of your information very seriously.

This privacy notice relates to our functions relating to [Our Newham Learning & Skills](#). It provides additional information that specifically relates to this particular service, and should be read together with our [general privacy notice](#), which provides more detail.

What data do we collect

We collect your name and other personal information if you are enrolling on a course. The personal data includes your full name, email address, any benefits the prospective learner may receive, contact number, home address.

Why we collect and use your data

We collect your data to record you have booked on a course, use it to enrol you on your chosen course and to contact you following the completion of your course to provide feedback.

The lawful basis for processing your data

The lawful basis we use to process your data as set out in UK data protection legislation is:

Article 6 (a) Consent: you have given us your consent to process your personal data for a specific purpose. You can withdraw your consent at any time.

We will only process personal data where we have consent to do so, and you can withdraw your consent at any time by cancelling your place on your course or by informing us by emailing ournewhamls@newham.gov.uk.

Who we will share your data with

We will not share your personal data with any third party.

How long we will keep your data

We will keep your data safe and secure for a period of 6 months following the end of your course or if you withdraw from your course, in line with our retention Schedule. After this time, it will be securely destroyed.

How we protect your data

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of information. Staff access to information is provided on a need-to-know basis and we have access controls in place to help with this.

Know your rights

We process your data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Find out about your rights at [Your rights – Processing personal data privacy notice – Newham Council](#) or at <https://ico.org.uk/your-data-matters/>. If you have any queries or concerns relating to data protection matters, please email: dpo@newham.gov.uk.