



Community Learning

Why do we need your personal data?

The data we collect is used to ensure that public money distributed through the Skills Funding Agency is being spent in line with government targets for quality and value for money, for planning, and to make the case for the sector in seeking further funding.

What happens to your personal data?

The Richmond Community Learning provision is directly funded through a Central Government contract between the London Borough of Richmond Upon Thames and the Skills Funding Agency (SFA) delivered by Achieving for Children.

The SFA require the Local Authority to return monthly learner data to them to comply with the contractual and financial requirements of this contract.

Community Learning (CL) therefore require **ALL** providers to ensure that **ALL** learners participating on a CL funded activity or course, complete **ALL** fields of personal information required by the **CL enrolment and feedback forms**.

The level of personal detail required by these forms is a minimum and mandatory requirement placed on us by the SFA.

Once your provider/tutor has securely and safely returned these completed forms directly to us, the data is swiftly entered onto a password protected Management Information System, which is managed by an external hosting company called Tribal.

A data sharing agreement between the Local Authority and Tribal is in place to ensure your personal information remains secure and confidential at all times.

On a monthly basis Community Learning return this learner data to SFA via an encrypted password protected online government portal.

If you have any further queries or concerns, please do not hesitate to contact Barri Ghai – Community Learning Manager on 0208 734 3385 or barri.ghai@achievingforchildren.org.uk

Data Protection Act 1998 – The information you provide on this form will be passed to the Skills Funding Agency. The Skills Funding Agency is responsible for funding and planning education and training for young people and adults in England, and is registered under the Data Protection Act 1998. At no time will your personal information be passed to organisations for marketing or sales purposes.