

Adult Skills & Skills Bootcamps

Participant Privacy Notice

Last updated July 2026

V1.1

What is Adult Skills

Adult Skills Fund including Free Courses for Jobs support adult learners to gain skills which will lead them to meaningful, sustained and relevant employment, or enable them to progress to further learning.

Skills Bootcamps is a 16-week Adult Skills Programme that helps individuals develop new sector specific skills that local employers are seeking.

Adult Skills and Skills Bootcamps are delivered by providers that have either been awarded Grant fund or approved with a Contract for Service to deliver these programmes within an academic year.

Who is this privacy notice from?

Hull and East Yorkshire Combined Authority (HEYCA) is responsible for The Adult Skills Programme for Hull and East Yorkshire and is funded by the Department for Work and Pensions. This should be read in conjunction with the Department for Education Privacy Notice available here guidance.submit-learner-data.service.gov.uk/26-27/ilr/ilrprivacynotice

Why we collect information from you?

We need to process personal and special category information about you and sometimes criminal conviction history to enable us to administer, manage and evaluate the success of the skills programme you partake in.

We will use your personal information for the purposes as described below. Please note from time to time this list may change and is therefore non exhaustive.

- To administer and performance manage the Adult Skills programmes
- To determine your eligibility and suitability requirements to participate in the programme.
- Perform audit and funding compliance checks for the Adult Skills Programme to ensure funding is being spent correctly.
- To communicate with you;
- To undertake reporting and research in relation to how well the programmes work;
- To ensure that the services delivered meet your needs and are of the highest standards.
- To undertake research, analysis and evaluation related to support provided to participants
- To process financial transactions including grants, payments and benefits directly involving us or where we are acting on behalf of other government bodies such as Department for Work and Pensions;
- To monitor our performance in providing services to you, to gather statistical information to allow us to plan future provision of services to and to obtain your opinion about our services;
- Performing our statutory functions in relation to service improvement and economic regeneration of the region.
- To help us identify barriers to work / skills gaps across different sectors, cohorts and localities to enable other measures to be put in place to address these.
- To monitor outcomes and destinations from Adult Skills Programmes.

Information we may collect

- Name, date of birth, gender, address and contact information.
- National insurance number.
- Unique learner number.
- Current qualifications held.
- Employment status.
- First language.
- Course details.
- Financial information.
- Learning support needs.

We may also process some special category (sensitive) data such as:

- Ethnicity.
- Details containing your health.
- Details of your disabilities.

What will we do with your information?

When deciding what personal information to collect, use and hold, we will:

- Only collect, hold, and use personal information where it is necessary and fair to do so.
- Keep your personal information safe and secure and securely delete or destroy any personal information when we no longer need it.
- Consider your privacy when planning to use or hold your personal information in new ways, such as using new systems or improving the way we work.
- Be open with you about how we use your information and who we share it with and make it easy for you to access and correct your personal information.

Who do we obtain your information from?

We collect your personal information directly from you or from the Delivery Partner organisation providing you with support. These organisations might include

- Local authorities.
- Government agencies/departments for example, DWP/DfE.
- Third party organisations who we have commissioned to provide services such as charities, education providers, training providers.
- Local community groups.

Lawful bases for processing information about you

In order to process personal data, we must have a valid lawful basis to do so. We will only process your information where it is necessary for us to carry out our lawful activities. We have described the lawful basis on which we rely to use your information below:

- Necessary to comply with a legal obligation.
- Necessary to perform a task carried out in the public interest or in the exercise of official authority.
- Necessary for reasons of substantial public interest.
- Consent for marketing (obtained via the enrolment form).

How we collect your data

We will collect your information by one of the following options:

- Data provided directly by you.
- Data provided by another organisation/learning provider when you sign up to their learning aims that are funded by us.

Sharing your data

We will not share your information with anyone outside of HEYCA except:

- Where we have your permission.
- Where the sharing is required for the service we are providing you.
- Where we are required by law, court order and by law enforcement agencies, juridical bodies, government, tax authorities or other regulatory bodies. We may not have to tell you if we do share with other organisations in this way.
- With Government departments such as DWP, DfE with whom HEYCA has a contract or grant funding agreement to deliver the services.
- Third parties, external partners, and agencies assisting us in delivering our service to you.
- Organisations assisting with undertaking research and evaluation.
- For our statutory functions - Our internal auditors, counter fraud service, data protection officer, and external auditors may also have access to your personal data in order to complete their work.
- With external partners to improve, and advance, the service we provide to you.

- Information will only be shared where it is necessary, where we have a lawful basis and is permitted under the Data Protection Act. Any information shared will be proportionate and limited only to what is necessary.

HEYCA will ensure that the third party, external partners, or agencies have sufficient systems and procedures in place to prevent the loss or misuse of personal information. Sharing will only take place under strict contractual agreements and/or data sharing agreements to ensure that the other organisation keeps your data secure.

Your data protection rights

Under the UK GDPR and Data Protection Act (2018), you as the Data Subject, have the following rights. However, you should be aware that, due to the reasons that HEYCA may be processing your information we may not be able to comply with some requests due to legal obligations.

Please refer to our main Privacy Notice [here](#) for further information about your rights

If you wish to exercise any of your data subject rights, please contact the Data Protection Officer whose contact details are provided below.

For more information on the GDPR and your rights go to the [guide to individual rights | ICO](#)

Transferring information overseas

HEYCA will take all reasonable steps to ensure that your data is not processed in a country that the UK government does not consider 'Safe'. If your personal information does require to be transferred outside the UK for processing or storage purposes HEYCA will ensure that additional safeguards are in place to protect it to the same standard we apply.

How we protect your personal data

HEYCA are committed to keeping the personal data that we hold safe from loss, corruption, or theft. There are several ways we do this, including:

- training for all staff on how to handle personal data and cyber security;
- policies and procedures detailing what HEYCA officers can and cannot do with personal data including what happens if data security is breached.

- IT security safeguards such as firewalls, encryption, and anti-virus software
- ensuring staff only have access to the information they need to do their job. This means if they are not the right person in the right team, they will not be able to see your information.
- on-site security safeguards to protect physical files and electronic equipment.

How to contact us

If you have any concerns or questions about how your data is being used you can ask your key worker who will be able to provide you with detailed information, address your concerns, and ensure that any queries are handled in accordance with applicable data protection legislation.

You can also contact HEYCA about requesting access to or to stop HEYCA processing of your personal information, or to raise a concern or a complaint on how we have handled your personal information please contact our Data Protection Officer at:

Mr Jim Strangeway
c/o Hull City Council
The Guildhall
Alfred Gelder Street
HULL
HU1 2AA

Information.governance@hullcc.gov.uk

You can also contact the Information Commissioners Office (ICO):

Phone: 0303 123 1113

Website: <https://ico.org.uk/make-a-complaint/>