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we are

**GREATER
MANCHESTER**

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Privacy Notice for the Devolved Adult Skills Fund

Of interest to all providers
delivering GMCA devolved Adult
Skills funded provision

July 2026

1. An Introduction to the Adult Skills Fund

The Adult Skills Fund (ASF) is funding to support adults aged 19 and over to gain skills which will lead them to meaningful, sustained, and relevant employment, or enable them to progress to further learning which will deliver that outcome.

It is intended to fund provision which supports the local labour market and economic development. It focuses on ensuring that adults have the basic and core skills they need for work; including guaranteeing a number of statutory entitlements relating to literacy, numeracy and digital skills.

For Greater Manchester, the devolved ASF plays a key role in the region's reform agenda, linking with other activity aimed at supporting residents into productive and sustained quality employment, as part of an integrated education, work, skills and health system.

Within ASF, further provision for tailored learning is available that supports wider outcomes such as to improve health and wellbeing, equip parents/carers to support their child's learning, and develop stronger communities.

2. Who we are

The Greater Manchester Combined Authority (GMCA) is a Public Authority and the Data Controller for the information that is provided to it by the Department of Education (DfE) to provide the Adult Skills Fund funded provision.

Legislation requires the GMCA to appoint a Data Protection Officer who is responsible for protecting individuals' personal data according to current legislation. You can contact the GMCA Data Protection Officer via email at OfficeofDPO@greatermanchester-ca.gov.uk.

3. How we get your personal data

The GMCA will be provided with the personal information that is collected by the DfE in accordance with the terms and conditions of funding imposed on providers

of learning, for example, further education colleges and private training organisations.

Learner information collected by the DfE is known as the Individualised Learner Record (ILR). The specification and standards for the ILR are published for each academic year (1st August to 31st July) by the DfE⁽¹⁾. This specification provides more information about the use of your information. |

4. Our legal basis for using your information

The GMCA has a legal responsibility to provide ASF funded provision for the people of Greater Manchester. Therefore, the GMCA is using your data as it “is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.”

For the special category data, for example gender or ethnicity, our legal basis would be that “it is necessary for reasons of substantial public interest” as the GMCA is carrying out work given to it by law.

5. What do we do with your information?

The GMCA will only be able to use the data DfE provide for specific purposes. These are:

- Processing financial transactions including grants and payments;
- Maintaining accounts and records;
- Supporting and managing our employees;
- Providing adult skills provision;
- Administering any corporate activities the GMCA are required to carry out as a data controller and public authority;
- Undertaking research and evaluation of the services provided;

- Supporting internal financial and corporate functions; and
- Providing reports to governance boards regarding the adult education services.

When using the data for the above purposes, GMCA will be considered as a Data Controller.

6. What do we do to make sure your information is secure?

The information the DfE provide will be subject to rigorous procedures to make sure it cannot be seen, accessed or shared with anyone who should not see it. These include:

- All staff receive specific information security training;
- All staff comply with Information Security policies and procedures. These set out how your information is protected and what happens if the security of the information is breached;
- All laptops used by staff are encrypted and need a unique logon password and ID to access the computer systems; and
- 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.
- All data is stored securely for as long as necessary and deleted when no longer required, in accordance with GMCA Retention Policy.

The GMCA also has responsibilities to keep our computer systems secure and take steps to stop outside malicious access, also known as hacking. This requires us to comply with requirements specified by central Government.

7. How long will we keep your information?

The GMCA will keep your data for a maximum of 7 years from the end of the academic year once your learning activity has ended, after which it will be deleted.

8. How can I exercise my information rights?

The GMCA must comply with the UK General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Under data protection law, your rights include:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request, please contact us at:

Email: officeofdpo@greatermanchester-ca.gov.uk

Postal: Office of the DPO GMCA, Broadhurst House, 56 Oxford Street, Manchester M1 6EU

The GMCA will only be able to comply with your rights in relation to the information they have collected.

9. How to find out more

To find out more about how the GMCA handle your data please visit our Organisation Privacy Notice⁽²⁾.

If you feel we have not handled your information appropriately, you can complain to the information Commissioner's Office. For further details on this and your information rights, please visit the Information Commissioner's website⁽³⁾.

1. [Individualised Learner Record \(ILR\) technical documents, guidance and requirements](#)
2. [Privacy Policy - Greater Manchester Combined Authority \(greatermanchester-ca.gov.uk\)](#)
3. [Information Commissioner's Office](#)