

# Privacy Notice for Multiply

## Who we are

The Multiply team sits in the Basic Skills and Multiply Division in the Department for Education (DfE).

For the purpose of data protection legislation, the DfE is the data controller for the personal data processed as part of Multiply. In this case the data is your work contact details.

## How we will use your information

We need to reach as many adults as possible with adult numeracy needs across the country. Each local area will receive funding to work on this and has a dedicated Multiply lead.

Among other duties that may vary across each local area, Multiply leads are expected to act as the main contact for stakeholders directly delivering or supporting Multiply delivery.

## The personal data we will use is:

- your work email address

## Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant condition is:

- Article 6(1)(e) UK GDPR, to perform a public task as part of our function as a department.

## Who we will make your personal data available to

We sometimes need to make personal data available to other organisations and stakeholders involved in the delivery of Multiply, for example:

Employers, Providers and provider representative groups, charities, National Careers Service, Jobcentre Plus (Dept for Work and Pensions), Citizen's Advice Bureau, Government Officials.

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation.

## How long we will keep your personal data

The Department for Education will keep your personal data as part of Multiply records for up to 3 years. In this time we expect for the program to launch and for the nature of

provision to evolve where necessary. At the end of this period email address data will be deleted.

## **Your data protection rights**

More information about how the DfE handles personal information is published here: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

For further information and how to request your data, please use the '[contact form](#)' in the Personal Information Charter at <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

under the 'How to find out what personal information we hold about you' section.

If you need to contact us regarding any of the above, please do so via the DfE site at: <https://www.gov.uk/contact-dfe>.

Further information about your data protection rights appears on the Information Commissioner's website at: [Individual rights | ICO](#).

## **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting <https://www.gov.uk/contact-dfe> and state the name of this project.

Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

## **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 18 May 2022.

## **Contact Info:**

If you have any questions about how your personal information will be used, please contact us at <https://www.gov.uk/contact-dfe> and enter 'Skills for Life – Multiply Mail List' as a reference. For the Data Protection Officer (DPO) please contact us via [gov.uk](https://www.gov.uk) and mark it for the attention of the 'DPO'.