

Learning Story - Consent Form

Giving Your Consent

By agreeing for us to share your learning story publicly you are giving your consent for:

- Your submitted Learning Story (including any photographs, video footage/stills, audio recordings and information you provide as part of your Learning Story) to be shared on the Wolverhampton City Learning region webpage www.wlv.ac.uk/learningregions under the love learning section www.wlv.ac.uk/lovelearning and that it may be featured on the websites of any of the Wolverhampton City Learning Region core partners or any related UNESCO Global Network of Learning Cities websites.
- Your Learning Story can be shared via social media and with the local and national press as part of public relations exercises and press releases.
- Accepting that once your Learning Story is shared publicly it may remain on the Wolverhampton City Learning region webpage www.wlv.ac.uk/learningregions under the love learning section www.wlv.ac.uk/lovelearning or other related websites unless you request for it to be removed.
- Accepting that whilst we will restrict sharing of all learning stories to the social media channels we intend to use, we cannot guarantee that anything once on a social media channel is not then shared by individuals further on the internet and it may not be possible to then trace such data to delete it.
- Accepting that the intended social media channels are of the organisations who are involved in Wolverhampton City Learning Region. This includes the core partners of: City of Wolverhampton Council, The University of Wolverhampton, Wolverhampton Learning Platform, Wolverhampton Learning Communities, Adult Education Wolverhampton and City of Wolverhampton College and other organisations who work in partnership together with the core partners. And in addition UNESCO who have an international audience as they promote learning cities worldwide.

I confirm that I have read and understand the **attached privacy notice** and understand how the University of Wolverhampton collects and handles my Personal Data for The Wolverhampton City Learning Region. *Please tick the box*

By signing this form you are **giving your consent** the University of Wolverhampton to collect and handle your Personal Data for The Wolverhampton City Learning Region.

Signed Date:.....

Full Name (print) Age:.....

Address:

Postcode:

Telephone number:

If you are under age 18, please ensure you have the consent of a parent / guardian to take part.

Parent / Guardian Signature

Parent / Guardian Full Name (print)

For internal use:

Learning Story ref and date	
Date of Learning Story publicly shared	

Wolverhampton City Learning Region - Learning Story Privacy Notice

Who we are

Wolverhampton City Learning Region celebrates and promotes how lifelong learning can improve and transform lives. We are collecting Learning Stories from people who live, work or study in the City of Wolverhampton to share to help publicly promote how learning can make a difference to people's lives and benefits of learning throughout life.

The Wolverhampton City Learning Region core partner organisations are: University of Wolverhampton, City of Wolverhampton Council, Adult Education Wolverhampton, City of Wolverhampton College, Wolverhampton Learning Platform and Wolverhampton Learning Communities. The City of Wolverhampton is a member city of the UNESCO Global Network of Learning Cities.

The Wolverhampton City Learning Region core partner organisations are 'Joint Controllers' as defined by the Data Protection Act 2018 and are responsible for, and control the processing of your Personal Data. You can contact us at email dataprotection@wlv.ac.uk, University of Wolverhampton, Wulfruna Street, Wolverhampton WV1 1LY. Tel. 01902 32 1000. Our Data Protection Officer can be contacted at dataprotection@wlv.ac.uk.

We are committed to protecting your privacy. This notice explains how the University of Wolverhampton collects and processes your Personal Data on behalf of The Wolverhampton City Learning Region.

How We Use Your Data

The University of Wolverhampton will collect and process your personal data on behalf of Wolverhampton City Learning Region core partners. We will review the Learning Story you submit and the related information to decide if it should be shared publically. The Wolverhampton City Learning Region core partners will be involved in the process of reviewing your Learning Story for sharing publicly as we review all submissions carefully. The University of Wolverhampton may contact you to discuss your Learning Story in further detail.

Your submitted Learning Story (including any photographs, video footage/stills, audio recordings and information you provide as part of your Learning Story) may be shared on the Wolverhampton City Learning region webpage www.wlv.ac.uk/learningregions under the love learning section www.wlv.ac.uk/lovelearning and may be featured on the websites of any of the Wolverhampton City Learning Region core partners or any related UNESCO Global Network of Learning Cities websites. Your Learning Story may also be shared via social media and with the local and national press as part of public relations exercises and press releases.

Information We Collect

The information that we process about you will be provided by you. This will typically be via our designated Wolverhampton City Learning Region email address or website or collected from any information you post to us if you do not have access to use of a computer.

Information provided by you will include details such as your full name, and contact details, such as address, email address and telephone number any information relating to your Learning Story (video footage) and a photo if you choose to submit one.

The lawful basis we rely on for processing this information is your explicit consent will be obtained before you submit your Learning story via the consent form, which will include your consent to share your information with the partners and publish your story online. You may withdraw your consent at any time. To do so please contact dataprotection@wlv.ac.uk.

Who We Share Your Personal Data With

Specific data will be shared with the following external parties for the purposes specified:

Recipient or Source	Purpose and type of data	Lawful Basis
Wolverhampton City Learning Region Core Partners	To facilitate reviewing your Learning Story for sharing publicly as we review all submissions carefully. Only your Learning Story will be shared, not any personal data such as contact details etc.	Consent via the consent form
UNESCO Global Network of Learning Cities	To facilitate sharing publicly Wolverhampton City Learning Region Learning Stories to help celebrate and promote lifelong learning and raise the profile of the city and initiative nationally and internationally. Only your Learning Story will be shared, not any personal data such as contact details etc.	Consent via the consent form

We will only share the minimum amount of personal data with any of the above and will always do so in accordance with the law.

Retention

Your data (Your submitted Learning Story (including any photographs, video footage/stills, audio recordings and information you provide) is retained for up to 3 years for the purpose of Wolverhampton City Learning Region reviewing your learning story or publicly sharing it to celebrate and promote how lifelong learning can improve and transform lives.

If your Learning Story was shared publicly it may remain on the Wolverhampton City Learning region webpage www.wlv.ac.uk/learningregions under the love learning section www.wlv.ac.uk/lovelearning or other related websites unless you request for it to be removed. Whilst we will restrict sharing of all learning stories to the social media channels we intend to use, we cannot guarantee that anything once on a social media channel is not then shared by individuals further on the internet and it may not be possible to trace such data to delete it.

Please note: whilst we will restrict sharing of all Learning Stories to the social media channels we intend to use, we cannot guarantee that anything once on a social media channel is not then shared by individuals further on the internet and may not be able to trace such data to rectify or delete it.

Your Rights

As an individual, you have a number of rights available to you. In this instance, the following rights are available to you:

- Right to request a copy of your information. You can request a copy of all the information which we have about you (this is known as a subject access request).
- Right to correct mistakes in your information. You can ask us to correct any mistakes in the information which we have about you.
- Right to have your information deleted. If you no longer want us to hold any information about you, there are a number of circumstances where you can ask us to delete your information.
- Right to ask us to restrict the processing of your personal data in certain circumstances. This means every time we process your personal data we will consider any requests you have made for us not to proceed.
- Right to object to the processing of your personal data and the right to withdraw your consent.
- Right to ask us to transfer your data to another organisation, also known as the Right to Portability.

To find out more about how you may exercise those rights, please see our Data Protection web pages available [here](#) or the [ICO website](#) for more information.

How to Complain

If you have any queries, concerns or believe that your Personal Data is being handled in a manner which is contrary to statutory requirements, you may wish to contact the University of Wolverhampton's Data Protection Officer via dataprotection@wlv.ac.uk or complain to the ICO via www.ico.org.uk

Changes to Privacy Notice

We regularly review our privacy notice and will review it at least annually. This privacy notice was last updated on 29 JUNE 2020