

## Get Involved and Share Your Learning Story



Wolverhampton City Learning Region celebrates and promotes how learning can improve and transform lives. People often don't realise that learning throughout life (lifelong learning) has many benefits and these are wide-ranging.

We are gathering learning stories from people who live, work or study in the City of Wolverhampton about how learning has made a difference to their lives. We would love to hear from you! By sharing your story you will help inspire others to get involved. We will also find out about the many ways in which learning is transforming lives in the City of Wolverhampton.

### Share your learning story and celebrate learning in the City of Wolverhampton

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We learn for many reasons and in so many different ways and places – for example through friends, family, activities, community groups, formal education, at work etc.

#### Please tell us about what you have been learning and the difference this has made to your life?

- Your learning story can be from any stage of your life.
- Your learning story might be about a learning **experience** that made a difference to your life, about **one thing that** you learnt that has made a positive change in your life, it might tell the story about **your learning journey** showing how what you learnt has impacted on your life or the life of your family or friends.

### Creating your learning story

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You can share your learning story with us in a way that best suits you.

- You can **write it** or you can **tell it in a different way such as**: create a short video clip, create a short audio recording, set it to music as a song or rap song, write a poem, create a picture or take a photograph etc. All learning stories are welcome! Your learning story will need to communicate what you learnt and the difference it made to your life.
- If you are creating a short video clip or audio recording or song, we suggest the duration is no longer than approximately 2 minutes.
- **Please read the 'Privacy Notice' below this explains how we collect and handle your personal data.**

#### To help you think about creating your learning story, here are some questions you can use:

- What have you learnt recently or in the past that has made a difference to your life?
- Where did the learning take place?
- How old were you?
- How did this learning come about? What was the reason for the learning?
- Was it an easy thing to learn or was it hard and challenging?
- Did you learn with other people?
- How did you feel about what you learnt?
- Did it lead to a small or large change in your life?
- Have you shared that learning with anyone else? Did it or they make a difference to them?

## How to share your learning story – what to do next

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- Please ensure you have read the 'Privacy Notice' about how we collect and handle your personal data.
- Please read and complete the WCLR Learning Story 'Consent Form'. Ensure you fill in all the details.

### Once you have created your learning story, please send us:

- Your Learning Story
- Your completed consent form
- A photo of yourself to accompany your story. If you do not want to share a photo of yourself, please let us know.
- If you are under the age of 18 please ensure you have consent of a parent /guardian to take part.

### Send to:

Learning Regions Coordinator

Email: [LearningRegions@wlv.ac.uk](mailto:LearningRegions@wlv.ac.uk)

If you haven't got access to using email, please contact us to ask about alternative ways to send us your learning story.

If you would like to discuss your learning story with us first, please contact the Learning Regions Coordinator:

Email: [LearningRegions@wlv.ac.uk](mailto:LearningRegions@wlv.ac.uk)

Telephone: 01902 322980

## What is Wolverhampton City Learning Region?

The City of Wolverhampton is a member city of the UNESCO\* Global Network of Learning Cities and is building a learning city through the Wolverhampton City Learning Region initiative. Lots of different organisations, communities and people are working together to make this happen. A Learning City is a place where opportunities for learning throughout life, commonly called lifelong learning, are available to everyone and are celebrated and the role and value that learning plays for individuals and the community are understood. We know that learning throughout life transforms people's lives and communities and contributes to tackling social and economic challenges in a city. This means challenges such as unemployment, unrealised ambitions and aspirations, low wages, health and wellbeing problems. When people are taking part in learning it can help to make a city a great place to live, work, play and thrive. Learning makes lives better not just for the person but for everyone.

*\*UNESCO is the United Nations Educational, Scientific and Cultural Organization*

This privacy notice explains how the University of Wolverhampton collects and handles your Personal Data on behalf of The Wolverhampton City Learning Region.

Please see below.

## 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](mailto: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](mailto: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](http://www.wlv.ac.uk/learningregions) under the love learning section [www.wlv.ac.uk/lovelearning](http://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](mailto: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](http://www.wlv.ac.uk/learningregions) under the love learning section [www.wlv.ac.uk/lovelearning](http://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](mailto:dataprotection@wlv.ac.uk) or complain to the ICO via [www.ico.org.uk](http://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