

# Wales Union Learning Fund (WULF)

## Learner Form

**For you to receive support from the WULF project, which is part funded by Welsh Government, we are required to collect information from you. Please be assured that this information is collected for project monitoring and evaluation purposes only.**



Llywodraeth Cymru  
Welsh Government

[www.cymru.gov.uk](http://www.cymru.gov.uk)

## PRIVACY NOTICE – WALES UNION LEARNING FUND (WULF)

### Background

The Welsh Government provides funding to Union led projects through the Wales Union Learning Fund (WULF). This funding allows individual learners to access skills training that support employability.

For you to receive support from the WULF funded project the Welsh Government needs to process personal data about you.

Upon receipt of your personal data from the Union, the Welsh Government becomes the controller for it.

### What do we do with your personal data?

In our remit as the controller, the Welsh Government uses the information received for the below purposes. These purposes are necessary to enable us to exercise our official authority and for reasons of substantial public interest to assist persons to select, train for, obtain and retain employment.

1. To validate the funding provided to the Union.

To help us verify Unions are meeting the conditions of the funding by delivering access to skills training, Unions provide us with details of individuals taking part in skills training. This identifies individual learners as accessing skills training through a specific Union.

2. To evaluate the effectiveness of WULF.

To help us understand the effectiveness of the WULF scheme we may share your contact details with approved research organisations acting on our behalf so that they can talk to you about your experiences. Not everyone who takes part in the scheme will be contacted. If you are contacted by researchers, the purpose of the interview will be explained to you and you will be given the option not to be interviewed.

## How long do we keep your personal data?

The Welsh Government retention scheme requires us to keep your details for 10 years after the end of the financial year which you receive funding. When we no longer need to retain your information we will ensure it is disposed of securely.

## Your rights in relation to your personal data

You have the right to:

- access the personal data that we are processing about you;
- require us to rectify inaccuracies in that data;
- object to or restrict processing (in certain circumstances);
- request for your data to be 'erased' (in certain circumstances);
- lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

For further details about the information the Welsh Government holds about you and its use, or if you want to exercise your rights under the GDPR, please contact

Email: [WULF@gov.wales](mailto:WULF@gov.wales)

You can also contact the Welsh Government's Data Protection Officer at:

Data Protection Officer,  
Welsh Government,  
Cathays Park,  
CARDIFF,  
CF10 3NQ  
Email: [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales)

The contact details for the Information Commissioner's Office are:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AD  
Tel: 01625 545 745.  
Fax: 01625 524 610.  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)