

Adult Workforce Team Privacy Notice

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Joanne Walsh, Team Manager

Telephone: 01977 723527

Email: WorkforceDevelopmentAdults@wakefield.gov.uk

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager. Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

2. How we use your data:

The Adult Workforce Team needs to collect information for the following purposes:

- Social Work student placements
- Work experience placements within Wakefield Council and with partner agencies
- Register I Care Ambassadors with the Wakefield Partnership
- Provide details of learners to awarding bodies for qualification and subsequent certification
- Tender requests to identified suppliers of relevant learning and development solutions
- Planning, undertaking and management of quality assurance activities
- Collation of staff data to provide updates for the ASC-WDS Skills for Care return

We will obtain your personal data from publicly available data, for example, on the internet, as well as the Skills for Care Endorsement Framework, educational institutes or partner organisations to provide their service.

Information we need to provide these services may include:-

Name

Organisation and Team name

Telephone Number

Address
Postcode
Email Address
Date of Birth
Gender
Nationality/ethnicity
Next of Kin / Carer details
GP Name, Address and Contact details Health issues
Registered Institution of Education Email Address
Company Name, Location & Email Address
Contact Name(s)
Website Address
Qualification information
Employment status, including start dates
Contractual hours
Sickness information
Salary/hourly rate
Social Work Registration details / Professional body registration details

To enable us to provide our service to you we may share your information with partner organisations providing placements, internal managers, supervisors, mentors and assessors and Internal, External and National Moderation Panels.

If you do not provide the details required you may not be eligible to access a service provided by the Adult Workforce Team.

3. What authority does the Council have to collect and use this information?

- a. Processing is necessary for the performance of a contract with the Data Subject or to take steps to enter into a contract.
- b. Consent of the data subject (Article 6)
- c. Explicit consent of the data subject (Article 9)

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent, such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations.

Any information which is shared will only be shared on a need to know basis and with appropriate individuals. Only the minimum information for the purpose will be shared.

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in Section 2 for a period of 6 years after which time it will be deleted from our systems and confidentially destroyed, or for 25 years for employees working with children or vulnerable adults (or if the employee working in these sectors is dismissed then until the former employee reaches 70 or 10 years after termination, whichever is longer) to comply with Wakefield Council retention schedule guidelines.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Transfer of data outside the EU

Not applicable.

7. Automated decision making

Not applicable.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.