

Privacy Notice for Integrated Workforce Development Team



**Nottingham City Council
Information Compliance**

**Service Area: Strategy and Improvement
Directorate: Children's Integrated Services
PN-0265**

05/2022

The **Integrated Workforce Development Team** are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- Registering you on the training platforms used by Nottingham City Council so you can access e-learning and courses
- Contact you about training courses that may be of interest and provide you with links and course information on courses booked onto
- Create a training record for you so we can record what training you have accessed
- Sign you up to courses you have shown an interest in attending.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your: (this may include all, or some of the following, depending on the service).

- name, email address, telephone number, the organisation that you work for and where relevant, the name of your manager or supervisor.

The information we process about you may include the following 'special categories of personal data':

- Physical or mental health

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is necessary for the performance of a task carried out in the public interest by the Council.

This is a result of the powers or duties contained in:

- Children Act 1989, 2004
- Health and Safety at Work Act 1974
- Employment and Training Act 1973
- Local Authority Social Services Act 1970

We have an obligation to keep your records to assist in any potential safeguarding concerns and investigations.

The condition under which we process 'special categories of personal data' is that such use is it is necessary for reasons of substantial public interest for safeguarding of children and individuals at risk and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council may share your personal information with:

- In certain cases where requested we will share your information with Courts. We have an obligation to keep your records to assist in any potential safeguarding concerns and investigations.
- Where requested we will share your information with your own organisation. We have an obligation to keep your records to assist in any potential training concerns and investigations.

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You **are** obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data you will not be able to access any training or development opportunity.

How long will the Council retain the data for?

The information that you have provided will be kept for 7 years. If the training is safeguarding related then the records will be retained for 35 years from the date of the training.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as 'the right to be forgotten'

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

You can contact the data protection officer at:

Loxley House,

Station Street,

Nottingham,

NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,

Water Lane

Wilmslow,

Cheshire

SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .