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<b>Service Area:</b>	Regeneration and Planning
<b>Work Area:</b>	Community Regeneration
<b>Contact Details:</b>	07808203659 communityregen@caerphilly.gov.uk
<b>Privacy Notice Name:</b>	Academy Programme
<b>Description of Privacy Notice:</b>	This privacy notice will explain what data Caerphilly County Borough Council's Academy Programme team will gather, and how they will use it.

## How we will use your information

### Source and type of information being processed

#### Categories of personal data obtained

If you have been referred to the Academy Programme, they would have received the following information about you:

- Name and contact details
- Employment history
- Benefit History

#### Source of the personal data

This information has shared with Caerphilly County Borough Council by another organisation as detailed below:

We receive information from organisations such as governing bodies, employment agencies and other external partners including Careers Wales, DWP, Remploy, Working Wales and Llamau who would have sought your agreement to make the referral. We may also receive information from internal sources such as Social Services or programmes such as Communities for Work (CfW) and Communities for Work+ (CfW+).

### Purpose and legal basis for using your information

#### Purpose of processing

The role of the Academy is to provide support to participants who are currently in employment or seeking and/or undertaking work experience within the CCBC or associated employers, to increase the likelihood of a successful outcome. We collect your personal information for the following purposes:

- To ensure eligibility for the programme

- To provide tailored support from an agreed action plan
- To keep in contact with participant
- To act on participants behalf when necessary with participants permission
- To monitor progress and track outcomes including employment outcomes and qualification outcomes
- To share good news stories to help promote and publicise the services of employment programmes (Your information will remain anonymous)
- To report outcomes for funding purposes, and to plan and develop policies for future sustainability of the programme

Our primary purpose for collecting information is to ensure project eligibility and additionally to ensure accurate details to best support the data subject.

### **Legal basis for processing**

There is a public task obligation to process your information detailed below:

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

(1)(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Data Protection legislation provides extra protection for certain classes of information called 'special category personal data', which includes information about your physical or mental health. If any information falls within the definition of special category personal data then an additional condition from Article 9 of the Regulations must be identified, as outlined below:

(2)(g) - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

The above condition also needs an additional condition from the Data Protection Act 2018, Schedule 2

- 6 (1) This condition is met if the processing—
- (a) is necessary for a purpose listed in sub-paragraph (2), and
  - (b) is necessary for reasons of substantial public interest.
- (2) Those purposes are—
- (a) the exercise of a function conferred on a person by an enactment or rule of law;
  - (b) the exercise of a function of the Crown, a Minister of the Crown or a government department.

The enactments or rules of law relevant to above condition is set out in:

Well-being of Future Generations (Wales) Act 2015  
Prevention of Homelessness Housing (Wales) Act 2014

Data Protection legislation also provides extra protection for personal data in relation to criminal convictions and offences. If any personal data falls within this category, then an additional condition from Article 10 of the Regulations must be identified, as outlined below:

1(1) This condition is met if—

- (a) the processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment, social security or social protection, and
- (b) when the processing is carried out, the controller has an appropriate policy document in place (see paragraph 39 in Part 4 of this Schedule).

## **Who will have access to your information**

### **Identity of Data Controller and Data Protection Officer**

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones  
Corporate Information Governance Manager / Data Protection Officer  
Email: [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)  
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

### **Details of main users of your information**

Community Regeneration

### **Details of any sharing of your information within Caerphilly County Borough Council**

An initial referral/application form to be submitted to the relevant department in application for the relevant work experience/placement. Additional referrals and sharing of data could be made to other internal departments based on individuals needs and requests including Caerphilly Cares, Supporting People, Housing and IAA.

### **Details of any sharing of your information with other organisations**

An initial referral form or company application form to be submitted to the relevant company in application for the relevant work experience/placement. Additional referrals and sharing of data could be made to other external companies or organisations based on individuals needs and requests including Working Wales, DWP, mental health services, housing associations etc.

### **Requests for information**

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

## **How long will we retain your information**

## **Details of retention period**

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

Once your file is closed we will hold your records for 7 years.

## **Marketing**

### **Details of marketing**

You have consented to your contact details being used for marketing purposes. You will / have been provided with details of the marketing Caerphilly County Borough Council would like to carry out, together with any options such as how you would like to be contacted. You are able to withdraw your consent to marketing at anytime by contacting the Service Area details on the top of this form.

## **Your Rights (Inc Complaints Procedure)**

### **Your rights under the Data Protection**

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk).

To enact your rights please contact the service area detailed on the top of this form.

### **Complaints Procedure**

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

[www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints](http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints)

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# Summary Privacy Notice

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## How we will use your information

The role of the Academy is to provide support to participants who are currently in employment or seeking and/or undertaking work experience within the CCBC or associated employers, to increase the likelihood of a successful outcome. Our legal basis for collecting your data is Public Task. Once your file is closed we will hold your records for 7 years. Additional referrals and sharing of data could be made to other external companies or organisations based on individuals needs and requests including Working Wales, DWP, mental health services, housing associations etc.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)