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Service Area:	Regeneration and Planning
Work Area:	Community Regeneration
Contact Details:	07808203659 communityregen@caerphilly.gov.uk
Privacy Notice Name:	Employability Programmes
Description of Privacy Notice:	This privacy notice will explain what data Caerphilly County Borough Council's employability programmes teams 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 employability programmes, they would have received the following information about you:

- Personal Identifiers such as Name, Date of Birth, National Insurance number, your previous surname (if any) and a project issued identification number
- Your contact details
- Household status data such as if you have caring responsibilities or are at risk of becoming homeless
- Employment status details such as if you are currently out of work and for how long, if in work your employment details
- Equality of Opportunity data such as gender, ethnicity, memberships of a minority ethnic group, migrant worker status and disabilities or work limiting health conditions
- Assessment and eligibility data such as your starting qualifications, your goals and barriers to employment and/or career progression
- Welsh language data such as your skills using the language and your preferred language for communication
- Data relating to the activities you undertake with the project such as course or group work details, dates, support received and agreed action plans
- Placement Details: Placement provider, placement dates and reviews
- Data relating to the outcomes of the activities you undertake with us such as qualifications attained, gaining employment or other changes in your employment status.

Source of the personal data

This information has been 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 CCBC sources such as Social Services

Purpose and legal basis for using your information

Purpose of processing

The role of the employability programmes is to provide support to participants who are currently unemployed, in employment or seeking and/or undertaking work experience 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:

Mr Carl Evans
Corporate Information Governance Manager / Data Protection Officer
Email: 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

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

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, UK Government, Welsh Government and RCT CBC will receive information for the purposes of claiming external funding.

Details of any external data processors

We use an external data processor for the provision of software services. We have a contract in place with the data processor that protects the security of your personal information, this is hosted by Newport City Council.

Where an external data processor uses a sub processor to support their software application and IT server infrastructure, additional terms will be provided under our contract with the data processor to bind the sub-processor with the equivalent level of security to protect your personal information.

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.

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

Summary Privacy Notice

How we will use your information

The role of the employability programmes is to provide support to participants who are currently unemployed, in employment or seeking and/or undertaking work experience 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. UK Government, Welsh Government and RCT CBC will receive information for the purposes of claiming external funding.

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:

<https://www.caerphilly.gov.uk/caerphillydocs/foi/privacynotices/privacy-notice-employability-programmes.aspx>