



Date Created: 27/07/18
Version Number: 1.00
Date Published: 27/07/18

Service Area:	Corporate Policy Unit – Public Protection
Work Area:	Equalities & Welsh Language Team (Training)
Contact Details:	Email: cymraeg@caerphilly.gov.uk / 01443 864353
Privacy Notice Name:	Equalities & Welsh Language Training Privacy Notice
Description of Privacy Notice:	This privacy notice will explain how Caerphilly County Borough Council will use the information you provide when booking to attend Equalities and/or Welsh Language Training Courses including the information you provide on the Equalities Monitoring and Training Evaluation Forms.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Caerphilly County Borough Council's Equalities & Welsh Language Team arranges Equalities and Welsh Language Training Courses for staff and elected members. When staff book to attend training they must complete a Training Agreement Form which includes information such as work contact details and signature. This information is used for the purposes of administrating the course and recording your attendance. If you provide personal contact details on this form they will only be used to contact you if there is a last minute issue with the course that you are booked to attend. Your attendance at training courses may be shared with your Service Area.

At the end of a course, staff are requested to complete a Training Evaluation Form. We do not request your identity on this form and completion of this form is optional. The information you provide is used to improve training. The information once collated may be published in a training annual report but not in a way where individuals can be identified from the information.

At the end of a course, staff are also requested to complete an Equalities Monitoring Form. We do not request your identity on this form and completion of this form is optional. There is a requirement to monitor matters such as recruitment, promotion, training, pay, grievances and disciplinary action by reference to the protected characteristics of employees. The information you provide on the Equalities Monitoring Form is used to analyse the make-up of those who are attending courses for equalities monitoring purposes and to identify gaps. The information provided once collated may be shared within Caerphilly county borough council and with external organisations such as the Equality and Human Rights Commission and the Welsh Language Commissioner. We will only share equalities data which has been collated in such a way that individuals cannot be identified from the information.

Legal basis for processing

Personal Data contained on the Training Agreement Form

Caerphilly County Borough Council is relying on the provisions of Data Protection legislation to process your information.

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:

If processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Information contained on the Training Evaluation and Equalities Monitoring Forms

As we do not ask for your identity on these forms, the information being processed is not personal data and so conditions for processing under Data Protection legislation are not required.

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
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

Equalities & Welsh Language Team

Details of any sharing of your information

Your attendance at a training course may be shared with your Service Area.

Information collated from that provided on Training Evaluation Forms may be published in a training annual report but not in a way where individuals can be identified from the information.

Information collated from that provided on Equalities Monitoring Forms may be shared within Caerphilly county borough council and with external organisations such as the Equality and Human Rights Commission and the Welsh Language Commissioner. We will only share equalities data which has been collated in such a way that individuals cannot be identified from the 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.

The Equalities & Welsh Language Team will retain all information for up to a maximum of 3 years.

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