

Wiltshire Council Employment and Skills Service

DATA SUBJECTS' INFORMATION

This notice is relevant to the following services– Post 16 Skills and Participation, EET Service, HE and Business Development which includes the Careers Hub, engagement with vulnerable group support agencies and Building Bridges and Family and Community Learning.

It explains what happens to your personal data that is gathered.

Wiltshire Council is registered as a data controller with the Information Commissioner's Office. Full details of the registration are available at [ICO register of data controllers](#).

1. Data Controller Contact Details

Queries about data can be sent to Information Governance, Wiltshire Council, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

The Council's Data Protection Officer may be contacted through the above address or by email at InformationGovernance@wiltshire.gov.uk.

2. Purpose of processing

The **Wiltshire Council Employment and Skills Services** will process your personal information for the following purposes:

- maintaining our own accounts and records
- record keeping for compliance with our funders
- supporting and managing our employees
- promoting the services we provide
- carrying out public awareness campaigns
- carrying out surveys
- licensing and regulatory activities
- corporate administration and all activities we are required to carry out as a data controller and public authority
- undertaking research
- internal financial support and corporate functions
- managing archived records for historical, compliance and research reasons

3. Legal basis for processing data

Our processing is lawful because at least one of the following will apply:

- (a) the data subject has given consent to the Council for processing of their personal data for one or more specific purposes;
- (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- (c) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- (d) 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 Council;

If your special category data is processed, in addition to one of the above, processing will be necessary because at least one of the following shall also apply:

- (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,

- (b) to carry out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.
- (c) for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices,
- (d) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

4. **Recipients**

Where necessary and lawful, or when required by legal obligation, we may share information with relevant professionals in other agencies in pursuance with our legal duties.

- current past and prospective employers
- educators and examining bodies
- providers of goods and services
- local and central government
- local enterprise partnerships
- ombudsman and regulatory authorities
- compliance officers and auditors
- other regulatory bodies
- licensing authorities
- press and the media
- professional advisers and consultants
- professional bodies
- survey and research organisations
- the disclosure and barring service
- healthcare, social and welfare organisations and professionals
- students and pupils including their relatives, guardians, carers or representatives

Additionally, Building Bridges participants information may also be shared with the following in order to best meet the needs of the participant.

- family, associates or representatives of the person whose personal data we are processing
- financial organisations
- courts, tribunals and prisons
- trade unions
- political organisations
- police forces
- housing associations and landlords
- voluntary and charitable organisations
- religious organisations
- data processors
- other police forces, non-home office police forces
- customs and excise
- international law enforcement agencies and bodies
- partner agencies, approved organisations and individuals working with the police
- law enforcement and prosecuting authorities
- legal representatives, defence solicitors
- police complaints authority

5. **Retention Period**

Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Full details of our retention schedule.

6. **Your rights**

Your ~~rights are~~ set out in the data protection legislation and include

- The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- The right to withdraw any consent you may have given to process your personal information.
- The right to complain to the [Information Commissioner](#) if you feel we are processing your personal information unlawfully.
- The right to restrict processing activity in certain circumstances.
- The right to object to certain types of processing activity

7. **Contracts**

The information you give us may be a statutory or contractual requirement, or you may not be obliged to provide this information - this will be explained to you at the time.

Failure to provide us with the information may result in an inaccurate picture of your needs and circumstances, and this could impact on our response.