

Privacy Notice

Who we are

Wiltshire Council is the data controller for the Connect to Work programme. This means we are responsible for how your personal information is used and protected.

What information we collect

We may collect the following personal data from you:

- Name, address, and contact details
- Date of birth and gender
- Employment history and education
- National Insurance number
- Health or disability information (if relevant to support needs)
- Information about your participation in the programme (e.g. progress, outcomes)

How we collect your data

We collect your information:

- Directly from you (e.g. through forms, interviews, or phone calls)
- From referral partners (e.g. Jobcentre Plus, community organisations)
- Through programme activities and support sessions

Why we collect your data

We use your data to:

- Provide tailored employment support
- Monitor your progress and outcomes
- Report anonymised data to funders and partners
- Improve our services

Legal basis for processing

We process your data under:

- Public task – to deliver employment support services
- Consent – for any sensitive (special category) data, such as health information

Who we share your data with

We may share your data with:

- Our Connect to Work partners at Swindon Borough Council
- Programme delivery partners (e.g. training providers, employers)

- Government departments (e.g. DWP)
- Funders and evaluators (in anonymised or pseudonymised form)

We will never sell your data or use it for marketing without your consent.

How long we keep your data

We keep your data for up to 6 years after the end of the programme, in line with funding and audit requirements.

Your rights

You have the right to:

- Access your data
- Ask us to correct or delete your data
- Withdraw your consent (where applicable)
- Object to or restrict certain types of processing

Contact us

If you have any questions or concerns about how your data is used, please contact:

Wiltshire Council Data Protection Officer

Email: InformationGovernance@wiltshire.gov.uk

Phone: 0300 456 0100

You also have the right to complain to the Information Commissioner's Office (ICO) at www.ico.org.uk.

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