Data Privacy Notice- Work Experience

This privacy notice sets out how South Oxfordshire and Vale of White Horse District Councils will use your personal data, and your rights in relation to that personal data. This document describes how and why we collect, store, protect, process, and share the data you give to us. It is written in accordance with UK data protection legislation.

The notice applies to potential, current and former work experience applicants of the councils and those that have contacted us, but have opted not to join us, for a placement.

It is important that you read this notice so that you know how and why we use information about you. It is also important that you inform us of any changes to your personal information so that the information which we hold is accurate and current.

**Who we are**

South and Vale District Councils collects, uses and are responsible for certain personal information about you which we manage in accordance with the Data Protection Act 2018 (DPA 2018) and United Kingdom General Data Protection Regulation (UK GDPR). We are responsible as ‘controller’ of that personal information and each council is registered with the Information Commissioner’s Office under [Z6629204](https://ico.org.uk/ESDWebPages/Entry/Z6629204)  for South and [Z6666984](https://ico.org.uk/ESDWebPages/Entry/Z6666984) for Vale. Our Data Protection Officer is Nick Bennett.

South and Vale provides work experience across the business which offers young people the opportunity to develop their skills in a workplace environment and supports our Workforce Strategy.

**Personal information we collect and use**

**Information collected by us:**

In the course of applying for work experience, we collect the following personal information when you provide it to us:

* your personal information (such as name, address, date of birth, contact number, email address, gender)
* name, contact number and email address of your school or college
* name and contact number of an emergency contact
* special category information (such as ethnic group, if you have any disabilities and your religion, if disclosed)
* personal statement and reasons applying

**How we collect your personal information:**

We collect your personal information either directly from yourself or provided by your school or college or your parent/guardian via:

* application forms
* emails

**How we use your personal information:**

We use your personal information to:

* ensure you meet the criteria for the Work Experience Programme
* source you a meaningful placement (this will involve us sharing your personal statement with other departments to enable them to make an informed decision about offering a suitable placement)
* contact you by email with updates regarding placement opportunities
* ensure your wellbeing and health and safety requirements are met
* issue you with a certificate at the end of a successful placement
* keep in touch regarding any references you may require
* keep in touch about future opportunities, such as apprenticeships
* record and collect data on the work experience programme to monitor our outcomes and ensure we are supporting our ‘Workforce Strategy’ as a Local Authority

**How long your personal data will be kept**

We will hold your application which contains your personal information securely in an electronic file on our databases which are only accessible by employees who have specific access. We will hold your personal information for no longer than two years plus the current financial year, after which the information is securely destroyed.

**Reasons we can collect and use your personal information**

All personal data collected is necessary and relevant to the performance of the work experience placement. We will use the information provided for the purposes of deciding whether to extend a work experience opportunity to you and, if you are successful, for the administration of this placement. Some special categories of personal data, such as information about medical conditions, are processed to carry out legal employment obligations (such as those in relation to individuals with disabilities and conditions) where we may need to make reasonable adjustments to help with your placement. We rely on the following lawful basis under UK GDPR:

* Article (6)(1)(c) – legal obligation, i.e. workplace law.

The councils process special categories of personal data for the purposes of equal opportunities monitoring, such as information about ethnic origin, sexual orientation or religion or belief. This is with explicit consent under Article 6(1)(a), which can be withdrawn at anytime. Individuals are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

The councils will only collect criminal conviction data appropriate to the nature of the placement and where legally permitted. This information is sought because it is necessary for the councils to carry out their legal obligations.

**Who we share your personal information with**

We share your personal information with:

* Our HR teams who source and arrange work experience placements
* Selected service areas within the councils that deliver the work experience placements
* On occasion IT or audit staff may have access to your data, if it is necessary for the performance of their roles.
* We may also need to share your personal information with a regulator or to otherwise comply with legislation.

South and Vale and OxLEP work together collaboratively with schools, colleges, and other settings. We work in an integrated way to ensure we deliver the best possible outcomes for young people in the district. We do not share personal data with OxLEP.

We do not transfer your personal data outside of the UK and do not use automated decision making. We will only share personal information with third parties where we have a lawful reason to do so and we require those third parties to respect the security of your data and to treat it in accordance with the law.

**Your rights**

Under UK GDPR you have the following rights in relation to your personal data, which allow you to:

* know what we are doing with your information and why we are doing it
* ask to see what information we hold about you (subject access request)
* ask us to correct any mistakes in the information we hold about you
* make a complaint to the Information Commissioner's Office
* withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

* ask us to delete information we hold about you
* have your information transferred electronically to yourself or to another organisation
* object to decisions being made that significantly affect you
* object to how we are using your information
* stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, [see the guidance from the UK Information Commissioner's Office (ICO)](https://ico.org.uk/) on individuals’ rights under UK GDPR.

If you would like to exercise a right, please contact data.protection@southandvale.gov.uk

**Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

**Contact**

Please contact data.protection@southandvale.gov.uk to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

Or write to:

South and Vale District Council, Vale of White Horse District Council
Abbey House
Abbey Close
Abingdon
OX14 3JE

UK GDPR also gives you right to lodge a complaint with the Information Commissioner who may be contacted via the [Information Commissioner's website](https://ico.org.uk/concerns) or call 03031 231113.

Read our corporate privacy notices [here](https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/about-the-council/privacy/)