

PRIVACY NOTICE – JOBS AND SKILLS SERVICE

The following information provides details on how we may collect, use and where appropriate share personal information for the administration and management of the towns allotments in accordance with the General Data Protection Regulations (GDPR). It should be read in conjunction with the Council's privacy notice document.

<p>Why we collect your information</p>	<p>The Education & Skills Funding Agency (ESFA) are a part of the Department for Education (DfE) is responsible for funding education, employment and skills provision for children, young people and adults in England. It is also responsible for delivery of key services in the education, employment and skills sector in England including the apprenticeship service, the provision of information, advice and guidance through the National Careers Service, and the Learning Records Service. They may use your personal information in delivery of this work.</p> <p>Hartlepool Borough Council's Jobs & Skills Service are a provider for the delivery of education, employment and skills provision. For the purposes of relevant data protection legislation, the DfE is the data controller for personal information and the data processor is both DfE and providers such as the Council.</p>
<p>What information do you collect about me?</p>	<p>The types of data that will be processed include:</p> <ul style="list-style-type: none"> • Personal Details such as Name, Address, Telephone Number and Date of Birth; • Family, Lifestyle and Social Circumstances; • Employment and Educational Attainment, and; • Education and Training Details.
<p>Will you collect more sensitive personal information about me?</p>	<p>The Service may also collect and process information categorised as sensitive in connection with the delivery of education, employment and skills provision. This may include:</p> <ul style="list-style-type: none"> • Physical or Mental Health Details
<p>How will you collect personal information about me?</p>	<p>We collect personal information directly by you through various means including:</p> <ul style="list-style-type: none"> • Face to Face • Over the Telephone • Via Websites • In Emails <p>ESFA may also collect personal information about you from other systems or organisations funded by ESFA and from organisations that introduce you to us; so that we can make contact with you.</p>
<p>How will the Council use the information it collects about me?</p>	<p>We collect your personal information where the law allows it, or we have a legal obligation to do so. Your personal information is collected to enable us to carry out the functions of the DfE.</p>

	<p>The lawful basis for collecting and processing your personal information is:</p> <ul style="list-style-type: none"> • Where we need to for the purposes of Department for Education functions • Where we have your consent to do so • Where we have a legal obligation <p>You can view the ESFA privacy notice which contains the standards you can expect, how and why we use your personal information, and your rights through the link below:</p> <p>https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018</p> <p>The information you provide will be used by ESFA and the Council for research purposes including statistical monitoring in relation to education, employment and skills. This is in line with the requirements of DfE.</p>	
<p>In what situations will you use my personal data?</p>	<p>Reason for processing</p>	<p>Basis</p>
	<p>For personal information, the condition that applies to processing done by ESFA is that it is necessary for “a function of a government department”</p>	<p>Legal: Article 6(1)(e) of the GDPR</p>
	<p>For sensitive personal information, such as information about health, processing by ESFA meets the condition that it is “necessary for the purposes of ... employment, social security and social protection”.</p>	<p>Legal: Article 9(2)(b) of the GDPR</p>
<p>What if I don't want to provide the Council with my personal information?</p>	<p>If you do not provide the information as described above you will be unable to participate on the education, employment and skills provision delivered by the Council.</p>	
<p>Will you share my personal information with third parties?</p>	<p>ESFA may share your personal information with other services run by the ESFA, other parts of the DfE, and partner organisations such as the Council, where the law allows it or we have a legal obligation to do so:</p> <ul style="list-style-type: none"> • With a third party who is working for ESFA under contract • With other organisations such as Jobcentre Plus for the purposes of <ul style="list-style-type: none"> ○ Administration ○ Provision of career and other guidance ○ Statistical and research purposes, relating to education, training, employment and well-being prevention or detection of crime. <p>This sharing includes the ESFA Datacube which provides research and statistical monitoring information which is available to the Council via ESFA.</p>	
<p>Which third parties process my personal information?</p>	<p>Other organisations include:</p> <ul style="list-style-type: none"> • Department for Work and Pensions • Local and Combined Authorities in England 	

	<ul style="list-style-type: none"> • Greater London Authority • Higher Education Statistics Agency • Office for Standards in Education • Institute for Apprenticeships • Educational institutions and organisations performing research and statistical work on behalf of the Department for Education, or partners of those organisations • Impero for the monitoring of digital devices including web-filtering and key word monitoring in line with safeguarding and prevent requirements <p>It should be noted that some learning is funded by other public authorities such as Tees Valley Combined Authority and where necessary learner information is shared with these organisations in order that they can carry out their functions.</p>
<p>How long will you keep my data</p>	<p>We will only keep your personal information for as long as we need it after which it will be securely destroyed. We may need to keep your personal information indefinitely for research and statistical purposes. We will put in place necessary measures to safeguard this information.</p> <p>https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018</p> <p>If you would like:</p> <ul style="list-style-type: none"> • More information about how we process your personal information or your data protection rights. • To make a request about your information – for example to request a copy of your information or to ask for your information to be changed. • To contact the Data Protection Officer. <p>You can contact ESFA using the secure online contact form or by writing to: Ministerial and Public Communications Division Department for Education Piccadilly Gate Store Street Manchester M1 2WD</p>
<p>Your rights in connection with personal information</p>	<p>You have various rights about how ESFA uses your data including:</p> <ul style="list-style-type: none"> • The right to be informed • The right to rectification • The right to erasure • The right to restrict processing • The right to data portability • The right to object • The right to not be subject to automated decision-making, including profiling <p>If you would like to make a Right of Access Request (RAR) then you can do so in writing or using the secure online contact form provided by ESFA.</p>

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