

## **PN129 – GWENT CARE CAREER PATHWAY PRIVACY NOTICE**

Torfaen County Borough Council is committed to protecting your privacy when you use our services. This Privacy Notice is designed to give you information about the data we hold about you, how we use it, your rights in relation to it and the safeguards in place to protect it.

<b>TCBC Service Area:</b>	Social Care and Housing
<b>Work area:</b>	Gwent Regional Partnership Team
<b>Contact Details:</b>	Gwentregionalpartnershipteam@torfaen.gov.uk
<b>Privacy Notice Name:</b>	Gwent Care Career Pathway

### **Data Controller:**

**Torfaen County Borough Council**  
**C/o Civic Centre**  
**Pontypool**  
**NP4 6YB**

If you wish to raise a concern about the handling of your personal data, please contact the **Data Protection Officer** using the details below;

**01495 762200**

**Email: [dpa@torfaen.gov.uk](mailto:dpa@torfaen.gov.uk)**

The Gwent Care Career Pathway is a partnership which includes a Gwent-wide work placement scheme that provides students and those seeking employment within care equal access to work placements and employment opportunities within Gwent local authorities, private care providers as well as third sector organisations providing care, voluntary services and the local health board.

### **1) Who provides your data to the Council?**

The personal information we process is provided to us directly by you. In order to source suitable work placements and/or employment opportunities, we will require your personal information and will pass this on to the relevant organisation (listed in section 6 of this statement)

We may contact Coleg Gwent where an incomplete form has been received and we require clarification.

## **2) How does the Council collect this information:**

- Electronic forms, online forms and paper forms (including surveys)
- Telephone calls
- Video calls
- Emails

## **3) What information does the Council collect about you?**

The Gwent Care Career Pathway collects;

- Name, address, telephone number, e-mail address
- Date of birth
- DBS status
- Access to own vehicle for work placement/employment purposes
- Qualifications you study and/or complete with Coleg Gwent or with any other training provider
- Work placement/employment opportunity preference with regards to geographical location and service area
- Hours and days available to attend work placement/employment opportunity
- Details of previous work placements completed as part of the qualification being studied at Coleg Gwent
- Details of previous employment
- Intended work placement start date and/or availability to commence employment
- Reasons for your interest in a social care work placement/employment opportunity and skills you hope to develop.

## **4) Why does the Council process your personal data?**

Under Article 6 of the UK General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:

(e) We need it to perform a public task.

## **5) Special categories of personal data:**

We do not collect any special category or criminal data.

## 6) Who has access to your data?

Your data is shared internally only with the appropriate staff where it is necessary for the performance of their roles.

Your data may also be shared externally with the partner organisations for the purpose of identifying a suitable work placement and/or employment opportunity that matches your requirements. These may include, but not be limited to;

- Torfaen County Borough Council
- Caerphilly County Borough Council
- Monmouthshire County Council
- Newport City Council
- Blaenau Gwent County Borough Council
- Care providers commissioned by Gwent local authorities.
- Third sector organisations that provide care and voluntary services
- Aneurin Bevan University Health Board
- Coleg Gwent

Anonymised statistical information may be shared with Welsh Government to determine the success of a project however this will not identify an individual.

Apart from where previously stated, we do not pass your details to third parties unless we are lawfully required do so.

### Is the Data transferred out of the UK?

No

## 7) How does the Council keep your data secure?

The Council has internal policies in place to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Access to this data is restricted in accordance with the Council's internal policies and in compliance with the UK GDPR.

Data will be stored securely in;

- Electronic storage in a secure network drive

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

## **8) How long does the Council keep your data?**

The Council will hold your personal data only for the period that is necessary and will follow organisational and Local Authority standards in this area. At the end of the retention period the Council will securely destroy or dispose of the data in line with retention schedules.

## **9) Are we making automated decisions/profiling with your data?**

No

### **Your rights**

You have a number of Rights you can exercise:

- Access - to obtain a copy of your data on request
- Rectification – to require the Council to change incorrect or incomplete data
- Object, Restrict or Delete - under certain circumstances you can require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Data portability – to receive and/or transmit data provided to the Council to other organisations (this applies in limited circumstances)
- Withdraw your consent at any time (where consent has been given)
- To know the consequences of failing to provide data to the Council
- To know the existence of any Automated Decision-making, including profiling, and the consequences of this for you.
- To lodge a complaint with a supervisory authority (Information Commissioners Office)

If you would like to exercise any of these rights, please contact: Hanna Ross, [hanna.ross@torfaen.gov.uk](mailto:hanna.ross@torfaen.gov.uk), 07966 880232.

The Information Commissioner can be contacted at: The Information Commissioner's Office (Wales), 2<sup>nd</sup> Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone 0330 414 6421 or e-mail [Wales@ico.org.uk](mailto:Wales@ico.org.uk).