**Directorate:** Economy and Enterprise

**Service Area:** Youth Enterprise

**Contact Details:** [**dataprotection@monmouthshire.gov.uk**](mailto:dataprotection@monmouthshire.gov.uk)

**Privacy Notice Name:** Work Based Learning (Monmouthshire)

|  |
| --- |
| **How we will use your information**  Monmouthshire County Council has obtained the following categories of your personal data:  **Personal Data**   * A unique learner identifier (created by the Welsh Government) * A learner Identifier number (created by your Youth Enterprise) * Surname * Forename(s) * Address * Postcode * Telephone number * National Insurance Number * Gender * Surname at 16 * Date of birth * National identity * The last school you attended * The year you left school * A unique learner number (created by the Learning Records Service)   Additionally there is data about you which is defined as **special category data.** Providing this data is optional and will include;   * Ethnicity * Disability type * Health condition   **Source of your personal data**  If you have not provided this data yourself, you may request further information on the source of this information by contacting Monmouthshire County Council. You may be required to apply for this information as a Subject Access Request. |
| **Purpose and legal basis for using your information**  **Our legal reason(s) for using your information:**  Processing is necessary for the performance of a public task    The GDPR provides extra protection for certain classes of information called 'special categories of personal data e.g. race, ethnic origin, health or sexual orientation If any of the information you provide falls within this category, then more than one condition will be identified above.  For further information on legal basis please visit [www.ico.org.uk](http://www.ico.org.uk) |
| **Who will have access to your information?**  The Data Controller for your information is Welsh Government.  Email:[**dataprotectionofficer@gov.wales**](mailto:dataprotectionofficer@gov.wales)    Monmouthshire County Council collects and processes your information on behalf of the data controller.  Email: dataprotection@monmouthshire.gov.uk  Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.  **These are the agencies/ organisations we share your data with externally:**  Torfaen Training  Welsh Government  Appropriate data sharing arrangements are in place with partners through Information Sharing Protocols, Service Level Agreements or Relationship Agreements.  **There are circumstances where we are legally obliged to share your information with :**  Government Law Enforcement Agencies e.g. with the Police under the Prevention or Detection of Crime Act.  **Requests for information**    All recorded information held by Monmouthshire Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and General Data Protection Regulation including any other Data Protection law.  If the information you provide is subject to such a request, where possible Monmouthshire County Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows. |
| **How long will we retain your information?**  How long Monmouthshire County Council retains information is determined through statutory requirements or best practice. |
| **Your Rights**  **Your rights under the General Data Protection Regulation are:**   * The right to be informed * The right of access * The right to rectification * The right to the rectification, blocking, erasure or destruction of your information in certain circumstances. * The right to restrict processing * The right to object * The right to compensation if Monmouthshire County Council fail to comply with certain requirements of General Data Protection Regulation in respect of your information.   For further information please refer to [www.ico.org.uk](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/) |
| **Complaints Procedure**  If you object to the way that Monmouthshire County Council is handling your data, you have the right to complain. Please contact the Service Area detailed at the top of this document outlining your issues. Please follow this link for further information on the [complaints process.](http://www.monmouthshire.gov.uk/feedback)  If you remain unhappy you also have a right to complain to the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk) |

|  |  |  |
| --- | --- | --- |
|  | **Privacy Notice No:**  **Date Created:**  **Date Published:**  **Version Number:** | ENTYE004  10.05.2018  25.05.2018  1 |

|  |
| --- |
| **Data Privacy Summary Notice** |

**How we will use your information**

Processing of your personal data by Monmouthshire County Council (MCC) is necessary to report on your participation on the Work Based Learning programme. Without this information, Youth Enterprise within MCC may not be able to report on your participation to Torfaen Training, who manage this programme, and Welsh Government, who fund this programme.

Your details will be legitimately shared with Torfaen Training and Welsh Government in a safe and secure manner. From time to time it may also be necessary that we share your personal details with local employers when searching for work placements. Your personal details will not be shared further, unless in relation to safeguarding or other legal obligations.

Your records will be safely stored and retained in line with our retention policy, unless we need to retain under another lawful basis.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right to complain if you are unhappy with the way your information is being processed.

Should you need to make a complaint about the way your data has been processed, please contact [dataprotection@monmouthshire.gov.uk](mailto:dataprotection@monmouthsire.go.uk) or if you are not fully satisfied you may contact the Information Commissioner’s Office online at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or via their helpline: 0303 123 1113