

Privacy notice – Workforce Development - *Routes into Social Work*

General information

Suffolk County Council CYP (Children and Young Peoples services) and ASC (Adult Social Care) Workforce Development Team is responsible for providing relevant training and qualifications for the CYP and ASC workforce. On occasions we may need to collect and use personal data in order to fulfil these duties.

The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018), collectively referred to as data protection law

This explains how Workforce Development uses employee and job applicant information.

Suffolk County Council is the controller for the personal information that is being processed. If you have any queries about how Workforce Development is collecting or using your personal data, you can contact the service on:
admin.wfd@suffolk.gov.uk

If you would like further information about this privacy notice, please email Lisa Crane at admin.wfd@suffolk.gov.uk

Contact details for the council's Data Protection Officer and Compliance Manager [can be found in the council's corporate privacy notice](#), which is available on the council's website.

The types of personal data that we process and where it comes from

We collect the following personal data from you when you contact us about training and qualifications for the CYP and ASC workforce:

- personal information (such as name)
- characteristics (such as ethnicity, sexual orientation, and religion/belief)
- qualification and skills information (such as qualification dates)
- previous employment records (such as date of employment and reasons for leaving)
- sickness and medical information (such as periods of and reasons for absence)
- employee relations information (such as disciplinary, grievance, and capability casework)

We collect the following information from other sources

- Information about your eligibility to work with vulnerable groups of people (DBS checks) – from law enforcement agencies]

Why do we process your personal data?

We use applicant data for the purposes of:

- delivering services and support to you
- helping us to improve and plan new services
- managing our services
- produce anonymous reporting about applicants
- longlist, shortlist, and make decisions about applicants' suitability to participate in training programmes and/or professional qualifications
- undertake safeguarding and pre-employment checks (such as Disclosure and Barring Service (DBS) check)
- undertake staff surveys

Our legal basis for processing your information

Under data protection law, Workforce Development can only process your personal data if it is lawful to do so. Please see the details below of the lawful bases that we rely on for processing different types of personal data.

For processing personal data, we rely on the following lawful basis(es):

- UK GDPR Article 6(1)(a) – where you have provided consent for us to process your information for a specific purpose

For processing special category data, we rely on the following additional lawful basis(es):

- UK GDPR Article 9(2)(a) – where you have provided us with explicit consent to process your information for a specific purpose
- UK GDPR Article 9(2)(b) – Where processing is necessary for reasons involving employment, social security, and social protection

Criminal offence data – general processing

Workforce Development also processes criminal offence data which may include:

- Allegations of criminal behaviour, including unproven allegations
- Absences of convictions, for example the results of DBS checks, or Police National Computer checks

[In addition to the lawful bases that we have identified under “Personal data” above, we process criminal offence data under the following condition(s) of Schedule 1 of the DPA 2018:

- where processing is necessary to carry out specific obligations or exercise rights relating to employment, social security, and social protection (Schedule 1, Part 1, section 1, DPA 2018)

Collecting this information

Whilst the majority of applicant information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Right to withdraw consent

Where we rely on consent to process your personal and special category data, you have the right to withdraw that consent at any time. If you would like to withdraw your consent for us to process your application(s), please contact: admin.wfd@suffolk.gov.uk

Sharing your information

Workforce Development shares information with the following recipients:

- Health Partners, our Occupational Health provider, on a contractual basis as part of pre-employment checks
- Kent County Council, our criminal records check provider, on a statutory and contractual basis to undertake DBS checks on our behalf
- Training providers

Whether we intend to transfer your information to another country

We do not transfer any personal data to any countries or international organisations outside of the EU, the EEA (European Economic Area), or any other country that does not have an equivalent level of data protection to the UK.

How long we keep your information

We keep personal data for as long as we need it to fulfil the purpose that it was collected for, this means we hold your data for the following periods:

- Applicant data is held for one year following an unsuccessful job application
- General employee data is stored for the duration of the individual's employment, plus seven years

Applicant data is either securely archived or destroyed at the end of its retention period.

Automated decision-making and profiling

Workforce Development does not use automated decision-making processes and profiling in respect of your information.

Your rights under data protection law

Under data protection law, you have the right to request access to the information that we hold about you. If you would like to make a request to access your personal information, please contact data.protection@suffolk.gov.uk.

You also have other rights regarding your personal data. [You can find out more information about these rights by looking at the council's corporate privacy notice.](#)

Your right to independent advice

If you would like independent advice on this privacy notice or other matters about how Suffolk County Council processes your personal data, including how to make a complaint, you can contact the Information Commissioner's Office at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113

Email: casework@ico.org.uk