

# **GENERAL DATA PROTECTION REGULATION PRIVACY NOTICE FOR WORK EXPERIENCE STUDENTS**

## **Introduction**

For the purpose of your work experience placement the Council collects and processes your personal information, or personal data to manage the working relationship. This personal information may be held by the Council on paper or in electronic format.

The Council is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information both during and after your placement with the Council. We are required under the GDPR to notify you of the information contained in this privacy notice.

The Council has appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or about how we handle your personal information, please contact please contact Henry Gordon Lennox, Data Protection Officer. Email: [HGordonLennox@eastdevon.gov.uk](mailto:HGordonLennox@eastdevon.gov.uk) or on telephone number 01395 517401.

## **Data protection principles**

Under the GDPR, there are six data protection principles that the Council must comply with. These provide that the personal information we hold about you must be:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to those purposes.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits your identification for no longer than is necessary for those purposes.
6. Processed in a way that ensures appropriate security of the data.

The Council is responsible for, and must be able to demonstrate compliance with, these principles. This is called accountability.

## **What types of personal information do we collect about you?**

The Council collects, uses and processes a range of personal information about you. This includes (as applicable):

- your contact details, including your name, address, telephone number and personal e-mail address
- your emergency contact details/next of kin
- your date of birth
- your gender
- the start and end dates of your placement
- information about your use of our IT systems, including usage of telephones, e-mail and the Internet

## **How do we collect your personal information?**

The Council may collect your personal information in a variety of ways. It is collected during the work experience request process directly from you or sometimes from your school/college/university. Your personal information may be stored in different places including in the Council's HR management system and in other IT systems, such as the e-mail system.

## **Why and how do we use your personal information?**

We will only use your personal information when the law allows us to. These are known as the

legal bases for processing. We will use your personal information in one or more of the following circumstances:

- where we need to do so to confirm the work experience placement we have entered into with you
- where we need to comply with a legal obligation
- where it is necessary for our legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override our interests.

We may also occasionally use your personal information where we need to protect your vital interests (or someone else's vital interests).

### **Why and how do we use your sensitive personal information?**

Some special categories of personal information, i.e. information about your health or medical conditions is processed so that we can perform or exercise our legal obligations or rights.

The purposes for which we are processing this special information is to:

- comply with the duty to make reasonable adjustments for disabled employees and workers and with other disability discrimination obligations
- administer the agreement we have entered into with you
- manage, plan and organise work
- meet our obligations under health and safety laws
- ensure adherence to Council rules, policies and procedures
- monitor equal opportunities

### **Change of purpose**

We will only use your personal information for the purposes for which we collected it.

### **Who has access to your personal information?**

Your personal information may be shared internally within the Council, including with members of the HR department, your line manager, other managers in the department in which you work and IT staff if access to your personal information 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 the law.

We may share your personal information with third parties where it is necessary to administer the contract we have entered into with you, where we need to comply with a legal obligation, or where it is necessary for our legitimate interests (or those of a third party).

### **How does the Council protect your personal information?**

The Council has put in place measures to protect the security of your personal information. It has internal policies, procedures and controls in place to try and prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. In addition, we limit access to your personal information to those employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities.

### **For how long does the Council keep your personal information?**

The Council will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed, including for the purposes of satisfying any legal, tax, health and safety, reporting or accounting requirements.

The Council will generally hold your personal information for the period of 12 months - after which all records are destroyed.

### **Your rights in connection with your personal information**

It is important that the personal information we hold about you is accurate and up to date. Please keep us informed if your personal information changes, e.g. you change your home address,

during your placement with the Council so that our records can be updated. The Council cannot be held responsible for any errors in your personal information in this regard unless you have notified the Council of the relevant change.

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected
- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground
- data portability - this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

If you wish to exercise any of these rights, please contact Human Resources. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal. Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose you originally agreed to, unless we have another legal basis for processing.

If you believe that the Council has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

### **Contact**

If you have any questions about this privacy notice or how we handle your personal information, please contact please contact Henry Gordon Lennox, Data Protection Officer.

I acknowledge receipt of this privacy notice and I confirm that I have read and understood it.

Signed: .....

Print name: .....

Dated: .....

*Please return your signed copy to East Devon District Council*