

Get Oldham Working Privacy Notice



Oldham
Council

Date and version

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What this privacy notice is for

Our core data protection obligations and commitments are set out in the council's primary privacy notice at www.oldham.gov.uk/dataprotection

This notice provides additional privacy information for:

- Residents
- Businesses
- Council services/departments and partners
- Peer organisations and government

Updating our privacy notices

We may update or revise our privacy notices at any time so please refer to the version published on our website for the most up to date details

What we use your information for

We collect or obtain your personal information for the following purpose(s):

- To get Oldham residents working.
- To create work related opportunities (These could be jobs or training opportunities that support people back into work).
- To work co-operatively with Oldham businesses, our partners and the voluntary sector.
- To create opportunities and support people who want to work, into jobs or training.
- To offer subsidised employments scheme called the Oldham Traineeship, which provides a trainee at only a 50% cost to the employer.
- To utilise the apprentice levy to better businesses, so that they are able to access free training and grants towards employing an apprentice, or for existing and new staff.
- To contribute to The Career Advancement Service (CAS) aims, which help those already in employment gain skills, better pay and more secure work.
- To offer work experience, ideally 8 weeks/101 hours to support our Skills for Employment customers, however any time period would be a benefit to various customers, including students; jobseekers; and residents looking to expand their career prospects.

What categories of personal information we use

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name and contact details.

The law treats some types of personal information as 'special' because the information requires more protection due to its sensitivity. This information consists of:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade union membership
- Political opinions
- Genetic and bio-metric data

- Physical or mental health
- Criminal convictions and offences

In order to carry out these purposes we collect and obtain the following personal information.

Category of personal data	Special/ Sensitive
Personal details (e.g. name, address, contact details)	
Unique Learner Number	
ID information	
Date of birth	
Gender	
NI Number	
Telephone	
Mobile number	
Email address	
Racial or Ethnic origin	Yes
Referral point	
Educational qualifications	
Skills and abilities assessments	
Physical or mental health	Yes
Lifestyle and social circumstances (Housing, Employment and Marriage status)	

Legal basis for processing

The legal basis for processing and or sharing your personal information is consent.

Where we have asked and you have consented to receive electronic marketing information about our services (you may withdraw your consent at any time).

Information sharing/recipients

We may share personal information about you with the following organisations or types of organisations:

- Employers
- Employment skills providers
- Internal partners

Identifiable Personal Information could be shared under the following circumstances:

- Safeguarding, if something you tell us raises a safeguarding concern
- You raise a specific personal issue or concern that requires addressing
- You ask us to share your personal details

As well as information collected directly from you, we also obtain or receive information from:

- Other organisations that allow us to compile profiles to understand residents better, by predicting their lifestyles and characteristics.

Data Transfers beyond European Economic Area

We do not transfer any of your personal information outside the European Economic Area ('EEA').

Automated Decisions

All the decisions we make about you involve human intervention.

Our Guide to Exercising Your Rights outlines the procedure to ask us for an automated decision to be reviewed by an appropriate officer. This can be found at www.oldham.gov.uk/yourdatarights

How long we keep your data

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

All information is stored and governed under European Social Fund (ESF) and European Social Fund Agency (ESFA) regulations. Customer files are kept for the duration of the ESF and ESFA contracts. This is from March 2016 to July 2019, however this could be extended if the contracts are extended. This is a requirement of the contract with the ESF and ESFA to keep all customer information taken for the Skills for Employment, NCS and Raise contracts. Once the contracts have ended the Growth Company collect all the information from us securely. This is written within the contracts and must be abided.

Where can I get advice

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in the council's privacy notice which can be found at www.oldham.gov.uk/dataprotection