

## Work Experience | Privacy Notice

Rutland House, Second Avenue, Runcorn WA7 2ES

Tel: 0151 511 7300

Email: [ces@halton.gov.uk](mailto:ces@halton.gov.uk)

### Who is the Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide. The Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to [peter.richmond@halton.gcsx.gov.uk](mailto:peter.richmond@halton.gcsx.gov.uk)

### Why do you need my information?

The Careers Education Service provides a traded service to certain schools and colleges. We use your information to:

- Provide one-to-one and group careers guidance interviews
- Assist final year school and college students to secure further or higher education, training or employment
- Arrange work experience placements for young people in Years 10-13

### What legal basis allows you to use my information?

We must have a lawful basis for processing your personal data. There are six lawful bases available for processing personal data under the General Data Protection Regulation: (1) Consent, (2) Contract, (3) Legal Obligation, (4) Vital Interests, (5) Public Task and (6) Legitimate Interests.

We process your personal data for our legitimate interest of arranging work experience placements. This includes your name, school, form group and emergency contact details.

We also process information about your health conditions / learning difficulties, control measures and medication that you need. This is considered to be special category data under Article 9 of the GDPR. We process your health information because we have a legal obligation under the Health and Safety at Work Act 1974 to protect your health, safety and welfare when we organise your work experience placement and to share this information with your employer.

Because this data is particularly sensitive, we also need a separate justification for using this. We and your employer use this data to assess your working capacity and to ensure your occupational health for your work placement.

### Do I have to provide this information and what will happen if I don't?

You do not have to provide us with your information, but we will be unable to organise your work experience placement if you don't. Without information about your health, we won't be able to authorise your placement and your employer will be unable to review their risk assessment to take into account your needs.

We may still receive your information from your school or college in order to coordinate their work experience programme.

### Who will my information be shared with?

We will share your information with your school or college and also with your employer. If you ask us for support to arrange your placement, we may need to share your information with several employers but we will only share your health information with prospective employers when absolutely necessary and then once you have been accepted by an employer.

### How long will you keep this information for and why?

We will store this information until your 21<sup>st</sup> birthday. We have to keep it for three years after you turn 18 in case you later discover your health was affected by your work placement.

## Work Experience | Privacy Notice

Rutland House, Second Avenue, Runcorn WA7 2ES

Tel: 0151 511 7300

Email: [ces@halton.gov.uk](mailto:ces@halton.gov.uk)

### How will my information be stored?

A hard copy of your Placement Agreement Form will be stored in secure Council buildings. We may also keep an electronic record of your information on secure systems.

We will dispose of paper records or delete any electronic personal information in a secure way.

### Will this information be used to make automated decisions about me?

No

### Will my data be transferred abroad and why?

No

### What rights do I have when it comes to my data?

**The right to be informed** through this privacy notice;

**The right to have inaccurate personal data rectified, blocked, erased or destroyed** in some circumstances;

**The right to object** to processing of personal data that is likely to cause, or is causing, damage or distress;

**The right to request a copy of your information** and to know what it is used for and how it has been shared.

To request a copy of your data or ask questions about how it is used, download a copy of our form from:

<https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx>

and send it to:

Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF

or email [informationgovernanceservice@halton.gov.uk](mailto:informationgovernanceservice@halton.gov.uk)

### Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:

Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF.

You also have the right to complain to the Information Commissioner's Office using the following details:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: [www.ico.org.uk](http://www.ico.org.uk)