

People & Skills Privacy Statement

Our contact details

Name: Rushcliffe Borough Council

Address: Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7HY

Phone Number: 01159148458

E-mail: econdev@rushcliffe.gov.uk

Privacy notice completed 5th March 2024.

The type of personal information we collect

We currently collect and process the following information:

- First and Last name
- Date of Birth
- Address
- Contact email & phone number
- Business Registration Number/VAT number
- Employment Status

How we get the personal information and why we have it

All personal information we process is provided to us directly by you for the purposes of our People & Skills programme, we collect basic personal data to assist with the delivery of our intended project. The data collected for People & Skills projects will be used solely for contacting you regarding activities relating to the programme.

We may share this information with internal colleagues, training providers, businesses or partners which are directly involved with People & Skills project activity.

Internship Programme

Intern details will be shared with local businesses relevant to their highlighted preferred work area to enable a valuable and beneficial internship placement.

Funded Training

Our training providers are:

- Inspire Learning
- GEP Environmental

- Raven Sky Consulting
- Nesbitt Web

Information will also be provided to the Department of Levelling Up, Housing & Communities for reporting on engagement numbers only.

Data Processors

Eventbrite will be used as the booking system to facilitate ease when booking onto training courses. Eventbrite are designated as a data processor and will only process your personal information for this purpose.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) **Your consent. You are able to remove your consent at any time. You can do this by contacting econdev@rushcliffe.gov.uk**

How we store your personal information

Your information is securely stored.

We keep personal identifiers, contacts, characteristics, address details and additional information relating to the programme on our internal server for two years (to be confirmed). We will then dispose your information by permanently removing all files, documents and correspondence containing your data from our system.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at econdev@rushcliffe.gov.uk or on 01159 148458 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us here:

<https://selfservice.rushcliffe.gov.uk/renderform.aspx?t=1304&k=BE9793D429F2EA68446C95019E90A6710D0B654D>.

or by telephone on 0115 981 9911

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>