

## Privacy Notice

### Your data

Your right to privacy is very important to us and we recognise that, when we collect, use, or store your personal data, you should be able to trust us to act in a responsible manner. This privacy notice tells you what you can expect when we process your data, and what your rights are.

We are responsible, as Data Controller, for managing the information we hold and we recognise that this information is important to you. We take our responsibilities seriously and aim to use personal information fairly, correctly and safely in line with the legal requirements set out by the UK General Data Protection Regulations (UK GDPR).

- Data Protection Principles
  1. Used lawfully, fairly and in a transparent way.
  2. Collected only for valid purposes that we have explained to you and not used in any way that is incompatible with those purposes.
  3. Relevant to the purposes we have told you about and limited only to those purposes.
  4. Accurate and kept up to date.
  5. Kept only as long as necessary for the purposes we have told you about.
  6. Kept securely.

Personal data, or personal information means any information from which that person can be identified.

### Why we collect data

The Safeguarding Children Partnership is committed to being transparent about how it collects and uses your personal data and to meeting its data protection obligations.

We may collect and process personal data relating to anyone accessing our service, this would include but is not exclusive to employees, external customers, commissioned trainers and students to manage the service we provide.

### How we collect data

Your data may be collected in various ways, including:

- Verbally
- Paper
- Telephone
- Email

- Online forms
- Website cookies
- Other forms of image and voice recording

Data we obtain will be captured and stored in our systems for the purpose(s) specified.

### **What personal data are we collecting**

- Training/E-Learning
  - Your name, work address and work contact details, including work email address and work telephone number.
  - If you are a private applicant this will include your name, address and contact details, including email address and telephone number.
  - If you are an applicant paying privately for a training place information will include bank account details and sort code.
  - Information about training needs, including whether or not you have a disability for which the Safeguarding Children Partnership needs to make adjustments for on training events.
  - Attendance information.
  - Qualitative and quantitative information given on evaluation forms following attendance at a training session.

If you are a commissioned trainer we collect, store and use the following information:

- Name, business address, telephone number, email address, registered business name, limited company number and financial details including bank account number and sort code.

- Website Feedback Form

When submitting feedback or enquiries using the online Feedback form, your information will be processed only for the purposes and scope of providing a response to you.

### **How we use your personal data**

We will use your personal information for a limited number of purposes and always in line with our responsibilities, where there is a legal basis to do so, and in line with your UKK GDPR rights. When we collect personal data from you, we only collect what we need to provide services you have requested or require.

We will use the information you provide in order to:

- Provide Training or E-Learning
- Respond to your enquiry
- Obtain your feedback about our services
- Contact you where necessary

- Ensure that we fulfil our legal obligations
- Inform and fulfil our audit requirements

### **How we share your data**

For some services we process your data under a contract. Where we do not directly provide a service, we may need to pass your personal data onto the organisations that do. These providers are under contract and have to keep your details safe and secure and use them only to provide the service.

On occasions we use companies and partners to either store personal information or to manage it on our behalf. Where we have these arrangements there is always a contract, memorandum of understanding or information sharing protocol in place to ensure that the organisation complies with data protection law. Arrangements involving sensitive personal data will have been formally assessed in more detail for their compliance with the law.

With regards to commissioned trainers, information on successful tenders will be shared with the Authority's Procurement team and cited publicly as needed.

Your information may be collected in a variety of ways. For example, data might be collected through application forms and evaluations forms both short term and long term, and through Training Needs Analysis tools or through procurement paperwork when we commission training from a private provider.

We are also required by law to protect the public funds we administer and may share information provided to us with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud. More information is available from the National Fraud Initiative web site.

At no time will your information be passed to organisations external to us or our partners for marketing or sales purposes or for any commercial use without your prior explicit consent.

### **How we look after your data**

Under the UK GDPR we have a legal duty to protect any personal data we hold. We implement appropriate technical and organisational measures to protect the confidentiality, integrity and availability of your data.

The Safeguarding Children Partnership needs to process your data in order to maintain the service that we provide. As such the Partnership is carrying out a task in the public interest when delivering these services.

Information will be stored securely and only used for the purpose(s) stated at the point of collection.

The amount of time data is kept before being disposed of will be determined by our retention and disposal schedule.

### **Use of personal information for marketing**

We will only send you information about our services and/or products if you have agreed for us to do so. You can withdraw consent for this at any time using the contact details below.

### What are your rights?

Under the UK GDPR you, as the data subject, you have rights which may include to:

- be informed about our collection and use of personal data and our legal basis for doing so
- access the information we hold about you (usually provided free of charge)
- request that we rectify (correct) inaccurate or out of date factual information about you
- request that records we hold about you are erased
- restrict processing of personal information whilst an objection is investigated
- request information you have supplied to us to be provided to you in machine-readable format so that it can be transferred to a third party
- object to processing of your data including automated decision making and profiling
- make a complaint or raise a concern to a supervisory authority if you are not satisfied with how the information held about you, or an information request, has been handled

Not all these rights apply in all circumstances. If you would like to exercise any of these rights, please contact us.

### How to contact us

Please contact us if you have any questions about the information we hold about you or if you have a complaint about privacy or misuse of personal data.

If you believe that the Stoke-on-Trent Safeguarding Children Partnership has not complied with your data protection rights, or if you wish to complain about privacy or misuse of data, please contact the Data Protection Officer in your area in the first instance. You can also complain directly to the Information Commissioner's Office (ICO) [www.ico.org.uk](http://www.ico.org.uk).

<b>For residents of Staffordshire:</b>	<b>For residents of Stoke on Trent:</b>
<b>Email:</b> <a href="mailto:DPO@staffordshire.gov.uk">DPO@staffordshire.gov.uk</a> <b>Post to:</b> Data Protection Officer Information Governance Unit Staffordshire County Council 1 Staffordshire Place Stafford ST16 2DH	<b>Email:</b> <a href="mailto:foi@stoke.gov.uk">foi@stoke.gov.uk</a> <b>Post to:</b> Information Rights Team Floor 4, Civic Centre Glebe Street Stoke-on-Trent ST4 1HH