

# Learning and Development Privacy Notice

Version 1.1

## Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page. This Notice was last updated on 15 February 2022.

This privacy notice applies to the processing undertaken by the Learning and Development service, including the Social Work Academy for the delivery of Practice Education (PE) Faculty and Assessed and Supported Year in Employment (AYSE) programme. This function is provided by Worcestershire County Council and should be read in addition to Worcestershire County Council's [Full Privacy Notice](#) and the [Worcestershire County Council Human Resources and Organisational Development Privacy Notice](#).

The Privacy Notice will cover:

- [Purpose for processing](#)
- [Personal information collected and lawful basis](#)
- [Who we may share your information with](#)
- [How long we will hold your information](#)
- [Your information rights](#)

## Purpose for processing

The Learning and Development service process personal data to deliver all matters relating to AYSE and PE, including its administration and management, either directly or jointly with partners and commissioned private and third sector providers. This includes processing personal data for the following purposes:

- For the purpose for which you provided the data to us (e.g. to respond to a contact or other request).
- To record any learning interventions delivered and monitor the impact
- To ensure that staff are appropriately trained to deliver the work they are appointed to discharge. For example attendance at mandatory, statutory and professional training and completion of apprenticeships, qualifications and independent learning
- In some cases, we need to process data to ensure compliance with legal obligations. For example, grant funding and apprenticeships
- To act as an employer provider for apprenticeship programmes
- To enable us to communicate with you about the provision of services to you.
- To manage staff training, learning and development, and any mandatory aspects required for the safe running of services.
- We may also need to process data to respond to and defend legal claims.
- To monitor our performance in providing services to you, to gather statistical information to allow us to understand our user engagement and obtain your opinion about our services.
- To input details onto the Skills for Care and Department for Education (DfE) database including name, email address and qualification details, where relevant.

- To address queries from members and Skills for Care and DfE and to respond to any actual or potential disputes concerning the ASYE and PE.
- Data analysis and analytics

## **Personal data collected and lawful basis**

We will only collect and use that personal data that we need to collect. The Learning and Development service processes personal data which may include, but is not limited to, the following personal data:

- Contact details, including name, address, telephone numbers and email address.
- Details of training provided
- Courses completed or scheduled / booked, including dates, scores and course details
- Identifying details, including date of birth and qualifications.
- Feedback information, comments and/or surveys after the training or learning activity has been completed

We may also process some special category (sensitive) data, which is relevant to individual cases and may include some of the following but is not limited to:

- Whether or not you have a disability or additional support needs for which the organisation needs to make reasonable adjustments
- Equality monitoring information

The legal bases for processing this personal data are:

- data subject's consent
- necessary to satisfy our legal obligations
- necessary for the performance of our official tasks carried out in the public interest
- necessary for the legitimate interests of the Data Controller
- necessary to meet our contractual obligations to you in relation to the ASYE and PE.

The special category condition for processing is:

- data subject's explicit consent

## **Who we may share your information with**

We may need to share the personal information you have given to us or we've collected about you with partner organisations where relevant. These include but are not limited to:

- Skills for Care
- Department for Education
- Ofsted
- Care Quality Commission (CQC)
- NCFE
- Sponsoring establishment for Practice Educator placements e.g. University of Birmingham, Birmingham City University, and Heart of Worcestershire College
- Research in Practice
- West Midlands Teaching Partnership
- External providers of apprenticeship programmes

- Other organisations that provide grants or funding which we access to provide your development
- Social Work England
- Insights@ Discovery
- External Moderators

Our eLearning platform is provided by [Kallidus Ltd](#), who acts as a Data Processor to the Council. We use [OneFile](#), who act as a Data Processor to the Council, to store Portfolios for our apprentices.

We also use external training providers who are also acting as a Data Processor and are under contract with us to deliver services. Please note feedback information including statistics may be provided to providers.

Your training completion will be shared with your managers (or your organisational representative if not an internal member of staff) or subject matter leads to monitor completion.

Information will only ever be shared when it is strictly necessary to help us provide effective services and you may have the right to refuse. We will not pass it onto any other parties unless required to do so by law or in all reasonable circumstances the disclosure is fair and warranted for the purposes of processing or subject to a data protection exemption.

We have specific data sharing agreements in place with local agencies and sometimes the law requires that we may have to pass your details on to a third party, for example, to prevent crime.

The Learning and Development service will ensure that any third party, external partner or agency (data processors) have adequate systems, procedures and contracts in place to prevent the loss or misuse of personal data.

## **How long we will hold your information**

The standard record retention for internal staff training records is line with the retention period for your HR personnel file. However there are also a range of other retention periods affecting different types of information and service needs. More information about our retention periods can be found in our [summary Disposal Schedule](#).

Please note stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

## Your information rights

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our [Make a Data Protection Request webpage](#) to find out how to make a request.

You may be entitled to rectification, restriction, objection, and erasure of your personal information depending on the service and legal basis. Please in the first instance contact [ldadmin@worcesteshire.gov.uk](mailto:ldadmin@worcesteshire.gov.uk) to exercise these Information Rights or call the main Worcestershire County Council contact telephone number of **01905 765765**.

Please see our overarching Privacy Notice (<http://www.worcesteshire.gov.uk/privacy>) for further contact details and if you have a complaint about your information rights.