

PRIVACY INFORMATION

HR Workforce Development

Your Privacy Information.

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/privacy>

Your Information

This Privacy Information relates to the personal information we have collected from your own recent request to access our learning and development service or your line manager acting on your behalf

You should be aware that the information we have been provided with in relation to the above service may include special data about your health. This information will only be collected in order to assist you to access our training facilities and activities.

We have made sure we will use your information according to the UK Data Protection laws by establishing the condition of legitimate interest. Our legitimate interests are:

- To keep a record of the training our employees have received
- To ensure our employees are adequately trained
- As inputs to training needs analysis and improving the provision and quality of training provided

How we'll use your information

We'll use your information to provide the above service you have requested whilst complying with the established lawful conditions.

Who we can share your information with

In order to provide the service you required we will share your information with the following:

- South Gloucestershire Council departments
- Training providers that relate to the training you have requested
- Employing organisations
- Safeguarding boards

We may also share your information with others outside of the Council e.g. regulators and other public organisations for the detection and prevention of crime.

How long we'll keep your information

We'll keep your information for as long as you have a relationship with us. Specific information relating to this service will be retained according to the relevant record retention schedule which can be found [here](#).

We may retain anonymised information about the service we provided to help us improve our services in the future.

Transferring your information overseas

Your information is not transferred and stored in countries outside the UK or the European Economic Area (EEA) for the provision of this service.

Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. If you have given us your permission to use your information you also have the right to withdraw that permission at any time in the future.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at DPO@southglos.gov.uk or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.