



PRIVACY NOTICE: EMPLOYABILITY SCHEME

This privacy notice covers how Pembrokeshire County Council's Employability Scheme will collect and use personal data for the purposes of supporting you during your participation on our scheme.

Why we need your information (purposes of processing)

We will collect and use your personal information so that we can:

- Assess which employability project you are eligible for and best suits your needs.
- Provide you with up to date, impartial information, advice and guidance.
- Monitor the support and services being provided to our customers.
- Share information with appropriate internal department's and external organisations to ensure compliance with safeguarding policies and procedures if required.
- Evidence your eligibility for funding support through our grant funded projects as follows:
 - Workways+ - Part funded through the European Social Fund through Welsh Government, led by Neath Port Talbot County Borough Council and managed locally by Pembrokeshire County Council.
 - Workways+ STU – Part funded through the European Social Fund through Welsh Government, led by Neath Port Talbot County Borough Council and managed locally by Pembrokeshire County Council.
 - Experience for Industry (E4I) – Part funded through the European Social Fund through WCVA and managed locally by Pembrokeshire County Council.
 - Tackling Poverty Pembrokeshire (TPP) – Part funded through the European Social Fund through Welsh Government, led and managed locally by Pembrokeshire County Council.
 - Communities for Work - Part funded through the European Social Fund through Welsh Government and managed locally by Pembrokeshire County Council.
 - Communities for Work Plus – Funded through Welsh Government and managed locally by Pembrokeshire County Council.
 - Norman Industries – supported employment managed by Pembrokeshire County Council. Part funded through Pembrokeshire County Council, Department for Work & Pensions, Welsh Government and income generation

What personal data are being collected?

When you contact us we will process the following types of information, we will only process what is necessary and proportionate;

- Biographical (name, address etc)
- Demographical
- Current economic situation (receipt of benefits, employment situation and details)
- If applicable detail of current support you are in receipt of and what support you might like or need.
- The barriers that are preventing you from progressing in employment or training.

In some cases we may need to ask you for additional data or share more sensitive data such as that relating to your health or a disability. This is known as special category data and will only be processed where it is necessary to do so.

What is our legal basis for processing your personal data?

The legal basis for processing your data is that it is required to support you during your participation in our scheme.

The General Data Protection Regulations (GDPR) requires specific conditions to be met to ensure that the processing of your personal data is lawful. These relevant conditions are below:

- Article 6 (1)(e) – processing is necessary for the performance of a task carried out in the public interest of in the exercise of official authority vested in the controller;

Processing of special categories of personal data, which includes data concerning person's health, are prohibited unless further specific conditions are met. The following conditions for processing such data are:

- Article 9 (2)(g) – processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

We process your special category data as it is a requirement for ensuring we are providing Equal Opportunities and addressing barriers which could prevent you from progressing. It is also used to ensure that any support, work experience, training, volunteering or employment is appropriate and meets your health and welfare needs

Who we will share your information with

To enable us to support you and provide assistance we will need to share your personal information with other parties. These will include:

- Workways+
- Workways+ STU
- Experience for Industry
- Tackling Poverty Pembrokeshire
- Communities for Work
- Communities for Work Plus
- Norman Industries
- Welsh Government

- Welsh Government Funding Office
- European Commission
- Other teams and services within Pembrokeshire County Council for example Social Services, Housing.

Pembrokeshire County Council has a duty to protect the public fund it manages. Therefore, the information that you have provided to use may be used for the prevention and detection of fraud and for auditing purposes both internally and externally.

How long will my personal data be retained by the Council?

Pembrokeshire County Council will only keep your information for as long as is necessary. The information provided by you will be held securely and retained in line with Pembrokeshire County Council's Retention Schedule and/or the Welsh European Funding Office Retention Guidance which can be accessed via the Welsh Government website; [WEFO Eligibility rules'](#):

Your information will be securely disposed of once it is no longer required. Should you wish to know further details about retention periods please contact the Employability Pembrokeshire team whose contact details are at the top of the notice.

Your Rights

Under data protection law, you have rights including:

- Your right to rectification – you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete;
- In certain circumstances (e.g. where accuracy is contested), to request that the processing of your personal data is restricted;
- In certain circumstances you have the right to object to the processing of your personal data;
- You have the right of access – you have the right to ask us for copies of your personal data. To make a request, please contact:

Access to Records
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: accesstorecords@pembrokeshire.gov.uk Telephone: 01437 775798

Complaints and Queries

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer
Pembrokeshire County Council, County Hall, Haverfordwest, SA61 1TP
Email: dataprotection@pembrokeshire.gov.uk
Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Website: <https://ico.org.uk/>

Telephone No: 0303 123 1113

Our Details as Data Controller

Employability Pembrokeshire Triage Team

Tel: 01437 777775 email: employability@pembrokeshire.gov.uk

Changes to this privacy notice

We keep our privacy notice under regular review.