



WORK EXPERIENCE



PRIVACY



NOTICE

WHO ARE WE?

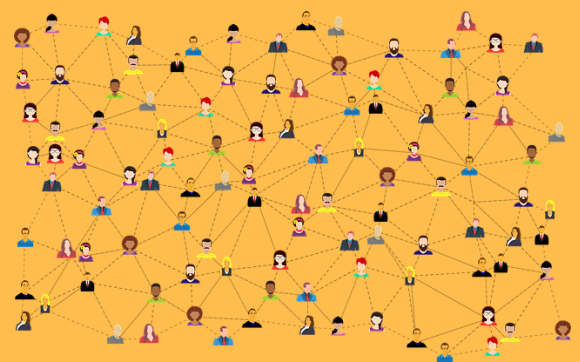


We are Cardiff Council. We are providing work experience placements and are responsible for your data.



WHAT IS 'PERSONAL DATA'?

Personal data is information about you. Examples of this include your name, date of birth and your contact number. It also includes information that we may collect to help us to give you the best work experience placement. Examples of this are exam results (if applicable), placement requirements and details about any disabilities you may have so we can ensure your placement suits your needs.



WHY ARE WE COLLECTING YOUR PERSONAL DATA?

WHY

Your information is collected to allow us to offer a work experience placement to you. We offer placements in line with the Council's Corporate Plan Objectives and the Cardiff 2030 Vision for Education and Learning.

WHERE DO WE GET IT FROM?

When you apply for a placement, we will collect the appropriate information from you.



What do we use it for?

We use your information to ensure you are offered the best placement. We may also need to share your information with emergency services if there was ever an accident!



CONTACT US!

dataprotection@cardiff.gov.uk

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WHERE IS MY DATA? WHO CAN SEE IT?

Your data is kept secure on the Council computers. The only people who can access this is people who work for Cardiff Council or those who are we allow to view it.

HOW LONG DO YOU KEEP MY DATA?

3 years. This is because we only keep your information for as long as we need it, or as long as the law says we must keep it. When we no longer need it, the information is destroyed in a safe way!



DO I NEED TO DO ANYTHING?

No, some of the information given may have been provided by your parents or carers and we tell them even more about how we will use your data.

WHAT ARE MY RIGHTS?

You have the exact same rights as adults! This means you can know what information we have about you, how you can get copies of what information we hold about you and how to change information that isn't quite right! Usually, parents and carers will look after your rights until you are ready to look after these yourselves. We also work with the Data Protection Officer to make sure that we look after your data properly.



Can I find out more?



Of course. Ask your placement supervisor who can point you in the right direction of who can help.

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