

Work Experience

**PRIVACY NOTICE**

This notice is for participants applying for Work Experience with Cardiff Council.

The Council process personal data on a day-to-day basis. We hold certain information about you this is known as personal data. We are registered with the Information Commissioner’s Office and any information we hold will be processed in line with the principles set out by ICO Regulations, which we must comply with.

This notice is designed to give you information about the data we hold about you, how we use it, your rights in relation to it and the safeguards that are in place to protect it.

**What personal data we hold and how we obtain it**

In the course of applying for work experience through the [Cardiff Council work experience](https://www.cardiff.gov.uk/ENG/resident/Jobs-and-training/Work-experience/Pages/default.aspx#anchor_1) page, we collect the following personal information when you provide it to us. This includes:

* your personal information (such as name, address, date of birth, contact number, email address, date of birth, gender)
* special category information (such as ethnic group, if you have any disabilities, religion, sexual orientation if disclosed for Equality Monitoring purposes
* work experience placement requirements
* interests, exams results (if applicable), personal statement, current school or educational establishment (if applicable).

**How we will use your personal data**

We may process your personal data to fulfil our obligations, and this can include the processing of your personal data for all or any of the following purposes:

* ensure your request meets the criteria for the Work Experience Programme
* source you a meaningful placement (this will involve us sharing information provided with other Cardiff Council departments to enable them to make an informed decision about offering a suitable placement)
* contact you by email with updates regarding placement opportunities or suggest alternatives if your original choice is not available
* other Cardiff Council departments may need to contact you to discuss placement arrangements
* issue you (the applicant) with a certificate at the end of successful placement, if required
* contact you to ask you to compete a survey to provide feedback on your placement
* let you know about the Cardiff Council job site and our apprenticeship website
* record and collect data on the work experience programme to monitor our outcomes and ensure we are supporting our ‘Strategic Statement’ as a Local Authority

**Organisations that we may share your personal data with**

We may share your personal information with other Cardiff Council departments that offer work experience placements. In the event of an accident, relevant personal information may need to be shared with the necessary emergency services and/or insurers.

We will share personal information with law enforcement or other authorities if required by applicable law.

**How long we keep your personal data**

We will only keep your personal data for as long as we need to in order to fulfil the purpose(s) for which it was collected and for so long afterwards as we consider may be required to deal with any questions or complaints that we may receive, unless we elect to retain your data for a longer period to comply with our legal and regulatory obligations.

For the purpose of work experience, your personal data will be kept for 3 years.

**Your rights**

## **Your data protection rights**

Under data protection law, you have rights including:

* Your right of access - You have the right to ask us for copies of your personal information.
* Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate.
* You also have the right to ask us to complete information you think is incomplete.
* Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
* Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
* Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.
* Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

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You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to exercise any of these rights or have any queries or concerns regarding the processing of your personal data, please contact the Data Protection Officer as indicated below.

You also have the right to lodge a complaint in relation to this privacy notice or the Councils processing activities with the Information Commissioner’s Office which you can do through the website below or their telephone helpline.

You can obtain further information about these rights from the [Information Commissioner’s Office​​​​ (external link opens a new window)​](https://www.ico.org.uk/) or via their telephone helpline 0303 123 1113.

**The legal basis for our use of your personal data**

The Council holds personal data about you in its capacity as data controller.

Under the Data Protection legislation, we must have a legal basis to allow us to process your information. We rely on the following legal basis under UK GDPR:

* Article 5 (1) (e) – Processing is necessary for the performance of a task carried out in the public interest and in line with Cardiff Council’s Corporate Plan Objectives and the ‘Cardiff 2030 vision for Education and Learning’.

When we collect or share special category personal data, we rely upon the following legal bases under UK GDPR:

* Article 9(2)(g) - Reasons of substantial public interest. We rely on the ‘equality of opportunity or treatment’ purpose condition from Schedule 1 of the Data Protection Act 2018 when relying on Article 9(2)(g) to process your special category data.

**Contact**

Please contact the Data Protection Officer at dataprotection@cardiff.gov.uk to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer at dataprotection@cardiff.gov.uk, or write to: Data Protection Officer, Information Governance,

The City of Cardiff Council,

County Hall,

Atlantic Wharf,

Cardiff,

CF10 4UW

UK GDPR also gives you right to lodge a complaint with the Information Commissioner who may be contacted via the [Information Commissioner's website](https://ico.org.uk/concerns) or call 03031 231113.

**Updating this notice**

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

For further information on how Cardiff Council process personal data, please see our [full Privacy Notice ​](https://www.cardiff.gov.uk/ENG/Home/New_Disclaimer/Pages/default.aspx)