# PRIVACY NOTICE – HR SERVICES – LEARNING & DEVELOPMENT

## YOUR PERSONAL INFORMATION AND HOW IT WILL BE USED

Under data protection law, the lawful bases we rely on for processing this information are:

1. **We have a contractual obligation.**

Most of the personal information we process is provided to us directly. We also receive personal information indirectly

|  |  |  |
| --- | --- | --- |
| WE COLLECT | FROM | FOR |
| Your Name | You directly | To identify you |
| Your employee number | Generated by HR/Payroll system | To identify you |
| Your job title | HR/Payroll system | To identify you  |
| Your email address (work and personal) | You directly | To correspond with you in relation to learning and development requirements |
| Training & qualifications undertaken during employment with the council | You directly | To ensure all relevant training and qualifications are undertaken  |
| Date of leaving employment with the council | You directly or your line manager | To ensure appropriate retention periods are applied to your information once you have left the council |

## HOW LONG DO WE KEEP YOUR INFORMATION AND WHO WILL WE SHARE IT WITH?

Explain in simple and easy to understand terms what the retention period is. Don’t provide a link to the retention schedule as that is not informative.

| WE COLLECT | WILL BE KEPT FOR | WHO WE WILL SHARE IT WITH AND WHY |
| --- | --- | --- |
| Your Name | 6 Years after you leave employment with the council (or 25 years from this date if you worked with vulnerable groups) | This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential |
| Your employee number | 6 Years after you leave employment with the council (or 25 years from this date if you worked with vulnerable groups) | This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential |
| Your job title | 6 Years after you leave employment with the council (or 25 years from this date if you worked with vulnerable groups) | This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential |
| Your email address (work and personal) | 6 Years after you leave employment with the council (or 25 years from this date if you worked with vulnerable groups) | This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential |
| Training and qualifications undertaken during employment with the council | 6 Years after you leave employment with the council (or 25 years from this date if you worked with vulnerable groups) | This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential |
| Date of leaving employment with the council | 6 Years after you leave employment with the council (or 25 years from this date if you worked with vulnerable groups) | This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential |

## YOUR 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 limited 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. |

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.

To make a request **contact us using the contact information at the end of this document.**

## PROVIDING ACCURATE INFORMATION

It is important that we hold accurate and up to date information about you in order to ensure you have the training and qualifications required to do your job. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

## OUR CONTACT DETAILS

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| --- | --- |
| Name:  | HR Services |
| Address:  | West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF |
| Phone number:  | 01506 282222 |
| Email:  | learn2develop@westlothian.gov.uk  |

## FURTHER INFORMATION

If you have any questions or concerns about how your information is used, please contact us at the address above.

You can also contact:

The Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office at <https://ico.org.uk/>

**The Information Commissioners address:**

Information Commissioner’s Office

Wycliffe House, Water Lane

Wilmslow, Cheshire

SK9 5AF

Helpline number: 0303 123 1113