# PRIVACY NOTICE – Economic Development Access2Employment –

# "We are committed to assisting you in your employment journey through our Access2Employment Service.

## 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.**Your consent enables us to deliver personalised employment support and services, such as job placement assistance, skills training, and career development opportunities, tailored to your needs. By agreeing, you ensure that your personal information is processed in compliance with data protection laws, guaranteeing transparency and accountability in its usage.

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

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| WE COLLECT | FROM | WHY |
| Title | You Directly  | To identify you and note your preference. |
| Your Name | You Directly | To identify you. We take the security of your personal data very seriously. This statement sets out why we need your information, what we need and how we will use it.Why we need data about youThrough the Scottish approach to employability services, we are delivering person-centred, tailored services to those furthest from the labour market through a combination of locally designed services.We need to collect and use information about you (data) to support you to move towards, into and progress in work.The lawful basis for processing your personal data is Article 6(1)(e) UK GDPR (public task): the processing is necessary for the performance of a task carried out in the public interest or in the exercise of authority vested in the controller. The specific function that this initiative supports is promoting Employment and Training by delivering employment support provision for the long-term unemployed and those with long-term health conditions in Scotland.We are able to process your sensitive personal (special category) data by ensuring that this processing is proportionate, and is necessary statistical research purposes. The lawful basis for processing sensitive personal data (special category data) is that of Article 9(2)(b) of UK GDPR. The processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.Scottish and Local Government, under a formalised employability partnership agreement, work together to design and fund employability activity, working through Local Employability Partnerships. For the purposes of the UK GDPR, Scottish and Local Government, and those in the Partnership, are joint Data Controllers of your personal information. |
| Your Address | You Directly | This detail is collected directly from you to accurately identify you within our systems and check eligibility for service |
| Your Date of Birth  | You Directly | We collect your date of birth directly from you to ensure accurate identification and check eligibility for service. |
| Your right to live and work in the UK | You Directly | This information is collected directly from you to verify your eligibility to live and work in the United Kingdom and the service. |
| Service preferences e.g. your requirement for help with a job application | You Directly | To provide the correct service |
| Contact details such as telephone number, and/or email address and your preference of contact | You Directly | To enable us to contact you |
| Details of the last school you attended | You Directly | This information helps us understand your educational background, which can be relevant for identifying suitable employment opportunities and providing appropriate support and training |
| Highest level of education | You Directly | Similar to the previous point, knowing your highest level of education helps us tailor our services to your needs and identify opportunities that match your skills and qualifications. |
| Employment status | You Directly | Understanding your current employment status allows us to assess your situation accurately and provide the necessary support and guidance to help you secure or progress in employment. |
| National Insurance Number | You Directly | Your National Insurance Number is used for administrative purposes, such as verifying your identity and eligibility for certain employment-related services. |
| GenderDo you identify as a trans person?NationalityEthnicity | You Directly | These demographic details are collected to ensure that our services are inclusive and accessible to individuals from diverse backgrounds. We use this information for equalities monitoring and to tailor our support to specific needs. |
| Disability Information | You Directly | This data helps us identify any additional support or services you may require to access or remain in employment, ensuring that our services are inclusive and accessible to all. |
| Number of children under 18 | You Directly | Understanding the number and ages of children, you have helps us assess your family circumstances and potential childcare needs. This information enables us to identify the most suitable services to support you, such as childcare assistance programs or flexible work arrangements, and to offer the correct funding to ensure you can fully engage in employment-related activities. By addressing your childcare needs, we aim to remove barriers to employment and support your successful transition into sustainable employment. |
| Relevant Skills and ExperienceDetail of your Previous EmploymentDetails of any further education e.g. university or collegeDetails of any additional training | You Directly | These details are essential for assessing your qualifications, skills, and experience, which are crucial for matching you with suitable job opportunities and providing relevant training and support. |
| A personal statement about you e.g. hardworking, attention to detail, team player etc. | You Directly | Your personal statement provides insights into your strengths, work ethic, and personality traits, which can be valuable for employers when considering your suitability for a role. |

## 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.

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| WE COLLECT | WILL BE KEPT FOR**Data will be stored for 15 years, in line with funder requirements.**  | WHO WE WILL SHARE IT WITH AND WHY |
| Your NameYour AddressYour Date of Birth | 15 Years after the last time we access your information | Sharing your DataTo deliver support and improve this service, we may need to share the minimum necessary of your personal and sensitive details with the following organisations:* West Lothian Local Employability Partnership (LEP) partners including Skills Development Scotland (SDS), West Lothian College and Jobcentre Plus
* Delivery partners including other service areas within West Lothian Council, and external education and training organisations who work with us to deliver the support you are accessing
* Funders, administrators and auditors of public funders
* Potential employers
* Third party contractors acting on behalf of funders to evaluate the effectiveness of and services operating under the funded approach. Your experience with this service, or any other government agencies, including participation in services operating under the funders approach will not be affected in any way, whether or not you take part in any research activities.
* Other parties, as is necessary for the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings).
* We will never share your contact information for any marketing purposes.

Participants details and documents will be stored securely and retained in compliance with the Data Protection Act 2018 and in line with funders/accreditors requirements. Data will be retained after the end of the programme. This may be sometime after the closure of the course that the participant was enrolled on. The information needs to be kept for audit purposes. We will remove your details following completion of the audit. |
| Your right to live and work in the UK | 15 Years after the last time we access your information | Your data may be shared with funders, administrators, and auditors to ensure compliance with funding requirements, monitor service delivery, and evaluate the impact of the support provided. This transparency and accountability are essential for maintaining the integrity and sustainability of our programs. |
| Service preferences e.g. your requirement for help with a job application | 15 Years after the last time we access your information | Sharing your data with these partners enables us to provide a wide range of services, including education, training, and employment opportunities. This collaboration enhances the effectiveness and efficiency of the support we offer, ultimately helping you achieve your employment goals. |
| Contact details such as telephone number, and or email address and your preference of contactDetails of the last school you attendedHighest level of educationEmployment statusNational Insurance NumberGenderDo you identify as a trans person?NationalityEthnicityDisability InformationNumber of children under 18 | 15 Years after the last time we access your information | Your data may be shared with funders, administrators, and auditors to ensure compliance with funding requirements, monitor service delivery, and evaluate the impact of the support provided. This transparency and accountability are essential for maintaining the integrity and sustainability of our programs. |
| Relevant Skills and ExperienceDetail of your Previous EmploymentDetails of any further education e.g. university or collegeDetails of any additional trainingA personal statement about you e.g. hardworking, attention to detail, team player etc. | 15 Years after the last time we access your information | We may share your data with potential employers to facilitate job placements and opportunities. This allows employers to assess your suitability for specific roles and helps match you with suitable employment opportunities based on your skills, qualifications, and preferences.Sharing your data with our partners enables us to provide a wide range of services, including education, training, and employment opportunities. This collaboration enhances the effectiveness and efficiency of the support we offer, ultimately helping you achieve your employment goals. |

## YOUR RIGHTS

Under data protection law, you have rights including:

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| **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 support you to move towards, into and progress in work. We also need to share that information with partners to make informed, evidence-based decision making. 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:  | Access2employment  |
| Address:  | West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF |
| Phone number:  | 07736212977 |
| Email:  | george.scott@westlothian.gov.uk  |
| Name:  | George Scott (Employability Manager) |

## 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