

# Privacy Notice: Durham County Council Progression and Learning Team Creating Opportunities for Young People

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

## 1. Who we are and what we do

Durham County Council has a statutory duty to support, encourage and assist young people to participate in education, employment or training.

The Progression and Learning Team (including DurhamWorks and Durham County Council's Education Business Partnership Service) work with employers and organisations to provide opportunities for young people. This includes work experience, work related learning activities, work trials, volunteering as well as employment opportunities.

DurhamWorks supports the creation of employment opportunities for 16-24 year olds. This can include financial support through the DurhamWorks Grant.

More information can be found at: [www.durhamworks.info](http://www.durhamworks.info)

For the purposes of Data Protection, Durham County Council is the Data Controller

## 2. What type of personal information do we collect and how do we collect it?

The Council may collect and hold the following information:

- Organisation/Business Name, address and main contact details
- Contact details for a named contact, business ambassador or lead officer within the organisation
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Additional information is required for confirming eligibility for a DurhamWorks Grant which can include:

- Bank account for grant payments
- Company registration number
- Charity Number
- VAT Number
- Legal Status
- Trading details including start date
- State aid received during recent years
- Contracts of employment for applicants

We collect information about you in the following ways:

- Face to face
- By secure email
- By post
- By telephone
- Through completion of relevant DurhamWorks documentation

### **3. What is our lawful basis to obtain and use your personal information?**

To do so we will use the following legal basis for sharing your information:

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract

### **4. What is your personal information used for?**

Processing is necessary for the provision of services in order to:

- Maintain contact with your organisation in order to understand your needs in relation to current and potential opportunities and to help identify young people who may be prospective candidates
- Confirm your eligibility for a DurhamWorks Grant and manage any grants your organisation may receive.
- Notify your key contact/business ambassador of future work-related learning or work experience activities.

### **5. Will your personal information be shared?**

information may be shared with:

- Schools and learning institutions in preparation for business ambassadors attendance at work related learning or work experience events/activities.
- Organisations contracted to process DurhamWorks grants on Durham County Council's behalf

Organisations who are involved in the auditing of information records relating to Youth Employment Initiative (YEI)/ESF funding

### **6. How do we keep your information secure?**

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

### **7. How long will we keep your personal information?**

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service you receive will determine how long we have to keep your information.

Information collected to support young people with work related learning and employment activities will be held for 10 years from the end of the contract.

## **8. Personal information processed outside of the European Union (EU)**

We do not process your personal data outside of the EU

## **9. Marketing**

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

## **10. What are your information rights?**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at [inforights@durham.gov.uk](mailto:inforights@durham.gov.uk)

To learn more about these rights please see the [ICO website](#).

## **11. Further Information**

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or write to:

DPO  
Floor 4 Room 143-148,  
Durham County Council  
County Hall,  
Durham County Council  
DH1 5UF

If we have not been able to deal with your query, you can also contact the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113 (local rate) or 01625 545 745