



Good Work Camden: Job Hub Privacy Notice

Provision of personal data is voluntary and not part of a statutory or contractual requirement or obligation

Where you provide personal data, we process it so that we can provide you with effective employment support, including information, advice and guidance, careers advice, supporting you to access services and opportunities within Camden and to identify suitable job opportunities.

We are processing your data as it is necessary for the performance of task carried out in the public interest – without the data, we are unable to provide effective employment support.

Where it enables us to support you more effectively, and with your explicit consent, we may share the following types of data with other relevant services:

- Name
- Address
- Gender
- Date of birth
- Ethnicity
- Household type
- Work status
- Benefits status
- Home ownership
- Health information

The types of services that we work with include:

- Camden's employment and training services
- Local charities
- Local colleges

We will work with you to identify the specific services that can support you and seek your explicit consent before sharing any data with one or more of those services. The services that we commonly work with to ensure that residents get the support

that they need include:

- Camden Community Law Centre
- Citizens Advice Bureau
- City Lit
- Children's Centre and IEYS
- Ingeus
- Hillside Clubhouse
- JobCentre Plus
- King's Cross Recruit
- Mary Ward Centre
- National Careers Service
- Prince's Trust
- Scope
- Somers Town Job Hub
- South Hampstead and Kilburn Community Partnership
- Street League
- Voluntary Action Camden
- West Euston Partnership
- Westminster Kingsway College
- WMC: The Camden College
- Employment support providers
- Training providers

We will also welcome referrals from partner organisations, partner organisations will share the following information with Good Work Camden:

- Referrer email:
- Referrer first name:
- Referrer last name:
- Referrer phone number:
- Referrer organisation:
- Person's first name:
- Person's last name:
- Person's phone number:
- Person's email:
- Person's post code:

If the referrer has not received consent to sharing the information, does not have a copy of the consent and has not provided information set out in the privacy notice, the referral will not be submitted.

Referrers will be expected to receive consent before making a referral.

The council processes your data in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. The legal basis for this processing under the GDPR is Article 6(1)(a) - consent and Article 9(2)(a) - explicit

consent. We will only process the data that is necessary to ensure us to provide the support you need and will ensure it is handled securely.

You have the right to withdraw your consent for your data to be shared with other services at any time. Please email jobhub@camden.gov.uk to withdraw your consent.

We will not transfer your Personal Data outside the EU/EEA.

We are not using automated Decision Making or profiling to process your Personal Data

We will retain your data for a maximum of 5 years after you stop using the service at which point it will be deleted.

Purpose for the processing

We retain data for that period to enable us to understand the effectiveness of our service and make necessary improvements to ensure that it meets the needs of local residents.

You have the right to request a copy of the information we hold about you, the right to ask us to rectify, erase or restrict processing of your data, the right to ask for data portability, the right to object to automated decision making, and if we are relying on consent the right to withdraw consent at any time. There are some exemptions to these rights.

For more information:

- Camden's corporate privacy notice for more information about how your data is processed: <https://www.camden.gov.uk/data-protection-privacy-and-cookies>
- Information Commissioner's Office. Telephone: 0303 123 1113 , live chat <https://ico.org.uk/global/contact-us/live-chat/> or webform <https://ico.org.uk/global/contact-us/>

Contact us:

If you have any questions on the above, please find the relevant details below:

Email: dpo@camden.gov.uk

Phone: 020 7974 4444

The name and contact details of the data controller :

*London Borough of Camden,
Judd Street
London.
WC1H 9JE
020 7974 4444,*

The name and contact details of the Data Protection Officer:

Andrew Maughan, Borough Solicitor
dpo@camden.gov.uk

Make a complaint:

It would be helpful if you contacted Camden Council first at dpo@camden.gov.uk to see if we can resolve the problem.

You can complain to the Information Commissioner's Office if you are unhappy with how the council has handled your personal data. You can contact the ICO via:

Email: casework@ico.org.uk

Phone: 0303 123 1113

Post: or post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.