

Camden Council: Data Protection Privacy Notice

Camden Council is committed to protecting and respecting your privacy. We collect and share your data in order to provide an employment support service to you, and assist you to access job vacancies, training courses, skills training and Information, Advice and Guidance support.

Our privacy notice provides further detail on the ways we will collect and use your data.

The information that you give us will be handled according to the General Data Protection Regulation (GDPR) 2016.

Please read this information carefully, if you have any concerns please discuss them with a member of staff.

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

The legal basis for processing

Under the GDPR, Camden Council processes data in order to comply with employment law, and to support candidates in securing employment opportunities. The Council's lawful basis to process data is under Article 6 (e) of the GDPR, i.e. "*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;*"

The Council processes special category data and criminal offence data under Article 9(2) (b) and Article 10 of GDPR.

Personal data we collect

Camden Council processes a number of different types of personal data in order to provide its service. These include candidates' names, post codes, contact details, right to work information, criminal records information, support needs, equalities monitoring information and your employment preferences.

The information we record is stored on a secure database. Only authorised members of staff will have access to your client record via secure access. We are not using automated Decision Making or profiling to process your Personal Data.

Sharing your data

Camden Council may disclose your data to employers, training providers and other employment support organisations in order to provide a service to you. We will not transfer your Personal Data outside the EU/EEA.

Retaining your data

Following one year of inactivity on your online account, your data will be deleted. You can also choose to close your account and delete your data at any time prior to this. However, if you are successful in securing an apprenticeship, your data may be held for up to 3 years from the end point of your apprenticeship contract.

Rights over your data

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 the right to withdraw consent at any time. There are some exemptions to these rights. Please see our website [here](#) and the ICO website [here](#) for more information.

You can complain to the Information Commissioner's Office if you are unhappy with how the council has handled your personal data. It would be helpful if you contacted us first at dpa@camden.gov.uk to see if we can resolve the problem. You can contact the ICO at <mailto:casework@ico.org.uk>, telephone 0303 123 1113, or post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.