

## Privacy Notice - Camden Organisational Development and Learning & Development

### 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](mailto:dpo@camden.gov.uk)

The data we collect we share with Learning Pool who are the Data Controller.

### The purpose of the processing

Camden Organisational Development and Learning & Development (COD and L&D) provide training and learning opportunities for Camden staff and some external organisations. We use data to review, manage and maintain records of attendance and evaluation. We will collect information if you choose to complete any forms or if you contact us with requests or queries.

### The legal basis for processing,

The legal basis for processing is "Public Task" for training purposes.

### The Categories of Personal Data

- Name
- Email address (business wherever possible)
- Manager's name and email address

The categories of recipients that the council has or will disclose the data to.

We will share your name and job title with the training companies listed below training companies to arrange your training

All trainers are obliged to keep your details securely.

We will share your name and job title with any of the below companies if they deliver you training.

Anna Freud Centre; Patrick Dorrian; Taylor Consulting Ltd; First Responders; Wardell Associates Ltd.; Michael Mandelstam Ltd.; Herts Handling Training Ltd; MP Training and Consultancy Ltd; Huntersjoy Limited; Marshalls Coaches LLP; Janet Lee Training and Consultancy; David Shemmings; Edge Training and Consultancy Ltd; Mike Smith Training and Consultancy; Rahana Hussain Training and Consultancy; Selina Rice; STC Investigations; Steve Chamberlain Social Care Limited; Child and Family Training (UK) Ltd; Health; Safety and Fire Engineering Ltd; Luke Clements; NRPF Network Islington ( London Borough of Islington); Perdeep Gill; RSK; Crisis Prevention – CPI; Food Hygiene Centre; Jane Reynolds; Mark Finnis Training and Consultancy Ltd; Munro Training Ltd.; Opus Pharmacy Services; Prospera Consulting; Robyn Steward; Salveo

Ltd; Team Safety Services; Caroline Bryant; Disabled Living Foundation/Shaw House; ECPAT UK; KIP Education; Knights Agency; Margaret Webster; Rethink.

We undertake general data matching or data sharing in certain areas for the prevention or detection of crime, you can find out more information on that here

#### **Whether the council will transfer their data out of the EU/EEA.**

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

#### **The criteria used to decide the retention period**

**If you are employed by the London Borough of Camden and work with children or vulnerable adults** we will keep your personal data for the duration of your employment plus 25 years.

**If you are employed by London Borough of Camden and do not work with children or vulnerable adults** we will retain records in line with Camden's data retention schedule for employees - the duration of employment plus seven years

**If you work at an external organisation**, we will keep your data while the account is active and then for three years after the account is closed.

#### **Your Data Subject Rights**

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. Please see our website [here](#) and the ICO website [here](#) for more information. To exercise these rights please use our web form (link to new web form TBC)

#### **The right to lodge a complaint with a supervisory authority:**

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](mailto:dpa@camden.gov.uk) to see if we can resolve the problem. You can contact the ICO at [casework@ico.org.uk](mailto:casework@ico.org.uk) telephone 0303 123 1113, or post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

#### **Information about whether giving Personal Data is part of a statutory or contractual requirement or obligation.**

You have an obligation to provide your name, email address and the organisation that you work for to allow you access to Camden's learning and development offer.

#### **Automated decision Making and Profiling.**

We are not using automated Decision Making or profiling to process your Personal Data  
**What information is mandatory for you to provide and the consequences of not providing the information**

It is mandatory for you provide your name, email address and organisation details to have an account on the learning and development website