

## Privacy Notice

### **Why we collect and use your information:**

Gloucestershire County Council is the data controller for the personal information we collect for you. The council will collect and use your personal information in order to provide a platform for you to seek employment and advertise your skills in accordance with our statutory duty under the Care Act 2014. We will also collate your responses to our survey for statistical purposes to assess the success of the site and gain intelligence regarding the adult social care workforce as part of our public task. We will also keep you fully informed regarding current news and local training where appropriate.

### **The information we collect from you:**

Gloucestershire County Council will collect only the personal information we need to perform our functions. We will collect your name, and contact details as well as some information about previous employment history, how you became aware of the website and what type of employment contract you are seeking.

### **How we will use the information about you:**

We will use your information for the purpose of advertising your knowledge and skills in order to find employment. We may also use your information, and survey response, in anonymised form for statistical purposes or to review our services. We will also use contact details to send out our survey in addition to current news and training. The survey responses will be used to assess the functionality of the website along with other employment data.

### **How long we will keep your information for:**

Gloucestershire County Council will keep your personal data for 6 months after the recruitment process has ended. This means if you have not responded during this time to confirm you have found employment we will be duty bound to delete your details. If you are still seeking employment and it has surpassed the 6 month period you will need to re-submit a new advert for moderation. We will not store your information for longer than this period, under the GDPR guidelines, unless there is a legal reason for us to do so, such as legislation requires us to.

We will keep your survey responses in their raw form for the purposes of gathering information to perform yearly analysis. Once this information has been collated the raw data will be deleted and the information will be stored in a statistical format and not reflect individual responses.

### **Who we share information with:**

Your personal information may be shared with internal departments, and delivery partners of Gloucestershire County Council. We will not share your information with any third parties other than when required to by law, for example when:

- We believe there is a risk of serious harm to you or someone else
- We are required to by the Courts
- The police want information related to a serious crime and criminal investigation

Your personal information may also be shared with regulatory and statutory bodies who assess council performance and financial spend.

## Your Rights under the Data Protection Act 2018:

### Access to your information:

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please visit our website using the below link:

<http://www.gloucestershire.gov.uk/council-and-democracy/data-protection/requesting-access-to-your-personal-information/>

### Correction of inaccurate information:

You have the right to request that the council correct information that you believe is inaccurate or incomplete. You may not always be able to change the information. However, we will correct factual inaccuracies and may include your comments in the records.

### The right to be forgotten (erasure):

You have the right to request that the council delete your information when there is no compelling reason for us to continue using it. Please be aware that in certain situations we are allowed to keep and use your information, even when you request that it should be erased.

### The right to object:

You have the right to object to us using your information if you feel we have used it outside the remit of our public tasks or when you have received marketing from us. Please be aware that in certain situations we are allowed to still use your information if there are compelling legitimate grounds to do so.

### Using your rights:

If you wish to use any of these rights, please contact us using one of the methods below:



#### Online:

<https://www.gloucestershire.gov.uk/council-and-democracy/data-protection/your-information-rights/>



#### In Writing:

Information Management Service  
Gloucestershire County Council  
First Floor, Block 4(a)  
Shire Hall, Westgate Street  
Gloucester  
GL1 2TG



#### Email:

[Managemyrequests@gloucestershire.gov.uk](mailto:Managemyrequests@gloucestershire.gov.uk)

## How to contact us:



### **By Email**

[glosassistants@gloucestershire.gov.uk](mailto:glosassistants@gloucestershire.gov.uk)



### **By telephone**

01452 324290

You can contact the council's Data Protection Officer, via information Management Service, by emailing [dpo@gloucestershire.gov.uk](mailto:dpo@gloucestershire.gov.uk) or by calling 01452 324000.

### **Making a complaint to the Information Commissioner**

If you wish to make a complaint about how we use your personal data to the Information Commissioner's Office, you can contact them by visiting their website at <https://ico.org.uk/> or by calling 0303 123 1113.