

Community Learning and Development Privacy Notice

Data Controller

Inverclyde Council is the Data Controller. Inverclyde Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Municipal Buildings, Clyde Square, Greenock, PA15 1LY.

Data Protection Officer

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at dataprotection@inverclyde.gov.uk.

What information do we need?

- name
- address
- date of birth or age
- occupation
- school
- education reference number
- visual images e.g. photos

We may also collect and process sensitive information that may include:

- physical health details
- sexual orientation
- ethnicity

Why we need this information?

Community learning and development (CLD) practice covers a broad range of practice including youth work, community based adult learning, family learning, and community development. Your personal information will be used for:

- service delivery
- processing of applications
- maintaining our records
- monitoring project aims and outcomes
- health and safety reasons
- contacting you by post, email, or telephone

We need to know this personal data in order to provide you with the services we provide, or that you have requested, and to establish our rights in relation to those services. If you do not provide this information then we will be unable to provide those services to you. We will not collect any personal data from you that isn't needed for delivery of those services.

The legal basis for using your information

- processing is necessary under our legal obligations to hold learner records for the Scottish Qualifications Authority in accordance with Education (Scotland) Act 1996.
- processing is necessary under our legal obligations to establish community councils in accordance with the Local Government (Scotland) Act 1973.
- processing is necessary for the performance of a task carried out in the public interest in order to provide programmes of learning and activities which promote educational and social development as set out in the Requirements for Community Learning and Development (Scotland) Regulations 2013.
- where you elect to use certain CLD services or programmes then processing is necessary for the purposes of entering a contract with you and performing a contract to which you are a party.
- certain CLD activities may require your consent to use your information.

The law gives certain types of information special significance because of its sensitivity e.g. health information. If we process this type of information about you in relation to CLD provision we do so on the basis of your consent.

What we will do with your information?

All of the information we collect from you will be processed by staff in the United Kingdom.

Your information may be shared with the recipients or categories of recipients listed below:-

- other Council Services
- elected members
- external regulators such as Scottish Qualification Authority
- programme partners e.g. Big Lottery
- Health and Social Care Partnership
- third sector organisations

We will only share information with these organisations where it is appropriate and legal to do so.

This council is required by law to participate in National Fraud Initiative (NFI) data matching exercises and information may be provided to the Cabinet Office for NFI purposes and will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle

the data and the country it is processing it in will provide adequate safeguards for personal privacy.

How long will we keep your information?

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website at

<https://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information> or you can request a hard copy from the contact address previously stated above.

Your Rights

Your personal data belongs to you and you have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has an adverse effect on you.

Complaints

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

UK Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Phone 08456 30 60 60 or visit the Information Commissioner's Office's website [Information Commissioner's Office \(ICO\)](#)

However, you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

We will not use your data for any automated decision making.

More information:



For more details on how the Council processes your personal information visit [Privacy – Inverclyde Council](#)

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.

Classification : Official

