

Community Learning and Development Privacy Notice

How to contact us

Inverclyde Council will act as the 'Data Controller' in regard to your personal information that we collect and process. The 'Data Controller' is based at Inverclyde Council, Information Governance, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LY.

The Council's Data Protection Officer is Andrew Greer who can be contacted at dataprotection@inverclyde.gov.uk and by telephone on 01475 712498.

We collect and process the following information:

- 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

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

The legal basis for using your information

The Council provide these services to you as part of our statutory function as your local authority. You can find more details of our role on the council's website www.inverclyde.gov.uk

Processing your personal information is necessary for (i) the performance of a task carried out in the public interest by the Council processing is necessary 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.(ii) For compliance with our legal obligations to hold learner records for the Scottish Qualifications Authority in accordance with Education (Scotland) Act 1996 and to establish community councils in accordance with the Local Government (Scotland) Act 1973. 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. (iii) In certain CLD activities the Council 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 the Council 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

The Council 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.

The Council is legally obliged to safeguard public funds so the Council is required to verify and check your details internally for fraud prevention. The Council may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. The Council is also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this.

The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. The Council analyse your information internally to help us improve Council services. This data sharing is in our full [privacy](#)

[notice](#) on the Council website. It also forms part of the Council requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

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

When you provide information to the Council, you will have the following rights:

- To withdraw consent at any time, where the legal basis specified above is consent
- To request access to your personal data
- To object, where the Legal Basis specified above is: i) public task or ii) legitimate interests
- To data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- To request rectification or erasure of your personal data, as so far as the legislation permits
- To restrict processing in certain circumstances, for example if the information is not accurate

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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, 08456 30 60 60, Email: www.ico.gov.uk but you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

Not applicable.

More information:

For more details on how the Council processes your personal information visit www.inverclyde.gov.uk/privacy

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