



## **Privacy Notice for Work Experience Applicants**

### **Why are we collecting your personal data?**

Wealden District Council is a data controller for the purposes of the General Data Protection Regulation 2016 and Data Protection Act 2018. We collect, hold and use your personal data in order to assess and process your application for work experience at the Council. We will only collect the personal data from you we need in order to do so.

### **What is the legal basis for processing your personal data?**

The Council needs to process your personal data to take steps at your request prior to offering you a work experience placement. We do this in line with our requirement to comply with our legal obligations, including to enter into a work experience agreement with you and to comply with our health and safety obligations.

### **What personal data do we collect?**

We collect a range of personal information about you. This information may be written down, or kept on a computer, and may include:

- your name, address and contact details (including email address and telephone number);
- if you are under 16, the name, address and contact details of your parent or guardian;
- next of kin and emergency contact information;
- whether you have a medical condition that could affect your access to the workplace or your ability to carry out the work experience placement and for which the Council may need to make reasonable adjustments in line with our legal obligations.

If you do not provide this personal data to us we may not be able to provide you with a work experience placement or may be prevented from complying with our legal obligations.

### **Who will your information be shared with?**

Your personal data is held on our HR database. It will be shared internally for the purposes of processing your request for a work experience placement. This would be limited to the HR team and the manager in the department you wish to work in.

### **How long do we hold your personal data for?**

We will retain your personal data until you have completed your work experience placement with us and for a period of [one year] after that in order to be able to provide any information your school or new employer may require in connection with your placement.

### **Your rights**

The General Data Protection Regulation gives you a number of rights in relation to your personal data:

- Right to access a copy of your personal data.
- Right to have your personal data corrected.
- Right to have your personal data deleted (“right to be forgotten”).
- Right to restrict how we use your personal data.
- Right to ask us to transfer your personal data to another service provider.

You can get more information about these rights in the Council’s Privacy Policy.

If you wish to exercise any of these rights please contact our Information Governance team on [informationgovernance@wealden.gov.uk](mailto:informationgovernance@wealden.gov.uk) in writing or by completing our online form.

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk).

### **Identity of Data Protection Officer**

If you have any questions or concerns about how your personal data is handled, you can contact our Data Protection Officer (DPO), Kristina Shaw-Hamilton, at [dataprotection@wealden.gov.uk](mailto:dataprotection@wealden.gov.uk).