

Privacy Notice
Durham County Council
Resources
Work Experience Form

Who we are and what we do?

Durham County Council develop and implement effective resourcing, retention and organisational development initiatives across the Council. The Council provides a range of work experience placements which offers people the opportunity to develop their skills in a workplace environment. Work experience placements are available to anyone aged 14 or over, whether at school, college, university, returning to work or looking for a career change. Work experience that is well-planned and well-organised has an important role in developing employability skills, personal and social skills.

What type of personal information do we collect and how do we collect it?

Whose data do we collect?

When applying for work experience via the Durham County Council work experience form, we gather the following personal information from you:

- Your personal details, including your name, contact information, and age.
- The name and contact number of your emergency contact.
- Special category information, which may include details about any disabilities or required adjustments.
- The specific work placement subject you're requesting.

How we collect Personal Information

We collect personal data when you submit a work experience application through the Durham County Council work experience form.

What is our power to obtain and use the personal data?

We collect and use your personal information to carry out tasks with your consent. We rely on the following legal bases under UK GDPR:

- Article (6)(1)(a) - Consent: the individual has given clear consent to process their personal data for a specific purpose.

When we collect or share special category personal data, we rely upon the following legal bases under UK GDPR:

- Article 9(2)(g) - Reasons of substantial public interest. We rely on the 'equality of opportunity or treatment' purpose condition from Schedule 1 of the Data Protection Act 2018 when relying on Article 9(2)(g) to process your special category data.

What is your personal information used for?

We use your personal information to:

- Ensure you meet the criteria for the work experience programme
- Source a meaningful placement
- Provide updates in regard the work experience placement in the form of email along with other departments making contact prior to the placement
- Contact you to provide feedback on your placement in order to monitor and improve the programme
- Inform you of upcoming opportunities i.e. Apprenticeships

Will your personal information be shared?

We will share your personal information with the following:

- Appropriate teams or managers within Durham County Council.

Additionally, we may disclose personal information to law enforcement or other authorities when mandated by applicable law.

How do we keep your personal information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the council. The Council have a range of procedures, policies, and systems to ensure that access to your records are controlled appropriately.

Anyone who received information from us is under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code or what's called a 'cypher'. The hidden information is said to then be 'encrypted';
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it;
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong;
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches);

How long will we keep your personal information?

Your application, including your personal information, will be securely stored in an electronic file on Durham County Council databases. Access to this information is limited to employees with specific access privileges. We will retain your personal information for a maximum of one year. After this period, the information will either become inaccessible to system users or be securely destroyed.

Is your personal information processed outside the EU?

We do not process your personal data outside of the UK.

Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

What are your information rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing; and
- to request your data to be ported (data portability).

If you wish to exercise your information rights, please contact our Data Protection Officer at DPO@durham.gov.uk or alternatively write to:

DPO
Floor 4, Room 143-148
Durham County Council
County Hall
Durham
DH1 5UF

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at inforights@imt.durham.gov.uk

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at DPO@durham.gov.uk.

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#):

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

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524 51

