

Privacy Notice – Community Learning and Development Registration

1 Who will process your information?

The personal information you give to us through any of our forms relating to your registration with a Community Learning and Development service (including communities team, young persons' services and adult learning) and any other personal information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park, Giffnock G46 6UG for provision of Community Learning and Development (CLD) support to you.

2 Why do we process your information?

Your information is processed to help us provide CLD support tailored to your needs and monitor the benefits of this support to you. Your information may also be shared with other departments within the council and other organisations for the same purposes e.g. to access funding or secure training or support from other departments of the Council or other organisations.

Other organisations include but are not limited to;

- East Renfrewshire Health and Social Care Partnership
- Voluntary Action East Renfrewshire (CLD support)
- East Renfrewshire schools (around accreditations, and providing additional support within school)
- Police Scotland (school campus officers for the purposes of providing support to young people)
- Youth accreditation providers (for assessment purposes)

3 What is the legal basis for us to process your information?

The council processes your information in order to fulfil our statutory duty to provide CLD support to those who wish to access it as set out in the Requirements for Community Learning and Development (Scotland) Regulations 2013.

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 substantial public interest.

4 Do you have to provide your information?

Without the correct information we may be unable to provide you with the tailored individual support required and this could have an impact on the group you're involved with. Providing false information may mean we are unable to provide a service to you.

5 How do we collect information about you?

Most of the information the council holds about you will come from you as an individual. Some of the information may come from third party sources such as other departments of East Renfrewshire Council (e.g. schools, social work) or external organisations such as third sector organisations (e.g. Voluntary Action East Renfrewshire).

Such information may comprise:

Your name

Your age

Contact information: Home Address, Email address, Telephone Number

Medical information

Learning/support needs

Groups you are involved with

Employment information

Equalities information

Details of benefits received (specific to registration with adult learning)

Information on children's' educational establishment (specific to registration with adult learning)

6 How long will we keep your information?

The Council will hold your information for:

- Young Persons Services – for each young person we work with information will be held for 10 years after reaching the age of 26.
- Communities Team – 3 years after you stop working with us
- Adult learning – 3 years after you stop working with us

Your information will be destroyed under confidential conditions after the relevant period.

7 Who is your information shared with?

Your information will be accessed by council staff who need to do so to provide a CLD service to you and to evaluate the provision you have received. If a CLD service is provided on the council's behalf by an external agency, that agency will also have access to your information.

The council also needs to ensure proper administration of its funds so details will be checked internally for fraud prevention and verification purposes. Information is also analysed internally in order to provide management information and inform future service delivery.

Your information may also be shared with other departments within the Council, bodies responsible for auditing or administering public funds, other councils, public sector agencies, governmental departments and other private companies or entities (such as credit reference agencies or service providers).

8 Do we transfer your information outside the UK?

In general we do not transfer personal information outside the UK but on the rare occasions we do we will inform you.

We will only transfer information outside the UK when we are satisfied that the party that will handle the data and the country it is being processed in have adequate safeguards for personal privacy comparable to those which are in place in the UK.

9 Profiling and automated decision -making

The council do not use profiling or automated decision making for allocating CLD provision.

10 Your rights

You have the right to:

1. Be informed of the council's use of your information.

This notice is intended to give you relevant information to meet this right.

2. Access personal data held about you.

You have the right to access personal information the council holds about you by making what is known as a subject access request. You can receive a copy of your personal data held by the council, details of why it is being held, who it has been or will be shared with, how long it will be held for, the source of the information and if the council uses computer systems to profile or make decisions about you.

3. Request rectification of your personal data.

We want to make sure that your personal information is accurate, complete and up to date. You have the right to ask us to correct any personal information about you that you believe does not meet these standards.

4. Request that the council restricts processing of your personal data.

In some cases you may ask us to restrict how we use your personal information. This right might apply while we are dealing with a request for correction of your data or we are assessing an objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. When you successfully exercise this right we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

5. Object to the processing of your data.

You have the right to object to the council's use of your personal data. The council will generally have to demonstrate why it is appropriate to continue to use your data but you have an absolute right to tell us to stop using your personal information for direct marketing purposes.

6. Ask us to delete your information.

You have the right to ask us to delete personal information about you where:

- I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
- II. you have a genuine objection to our use of your personal information
- III. our use of your personal information is contrary to law or our other legal obligations.

10 Complaints

If you have an issue with the way the council handles your information or wish to exercise any of the above rights in respect of your information you can contact the council's data protection officer by post at:

The Data Protection Officer
East Renfrewshire Council
Council Headquarters
Eastwood Park
Giffnock
G46 6UG

or by email at dpo@eastrenfrewshire.gov.uk