

# Employability Services - Privacy Information Notice

We take the security of your personal data very seriously. This statement sets out why we need your information, what we need and how we will use it.

## 1. Why we need data about you

Through the Scottish approach to employability services, we are delivering person-centred, tailored services to those further from the labour market through a combination of locally designed services.

We need to collect and use information about you (data) to support you to move towards, into and progress in work. We also need to share that information with partners to make informed, evidence based decision making.

We are able to gather, use and share (process) your data as a “public task in the public interest” under relevant laws, including the UK General Data Regulation Protection (GDPR) (article 6(1)(e)). We are able to process your sensitive personal (special category) data by ensuring that this processing is proportionate, and is necessary for reasons of substantial public interest or is necessary for statistical research purposes under the UK GDPR (article 9 Sections (2)(g) and (j)).

Scottish and Local Government, under a formalised employability partnership agreement, work together to design and fund employability activity, working through Local Employability Partnerships. For the purposes of the UK GDPR, Scottish and Local Government, and those in the Partnership, are joint Data Controllers of your personal information.

## 2. How will your data be used

- To agree with you what types of support services will help you to find and keep work;
- monitor and report on our performance in supporting you, including producing statistics and equalities monitoring reports;
- better understand how services work, what difference they make to the people involved and how to improve future services for people like yourself.

### 3. What information is needed

- your contact details;
- other personal data (for example, your age, gender, National Insurance Number), and;
- sensitive personal data (for example, about your health, ethnicity, religion).
- We will also ask about your employment history and will hold information on the support you receive, including your achievements.

### 4. How will we store your data

We will store your information on databases held in locations that have been tested for electronic and physical security and access will be permitted only to those with a need to know.

**We will not store your personal information for longer than is necessary to deliver and evaluate the service and support you receive.**

### 5. Sharing your Data

To deliver and improve this service may need to share the minimum necessary of your personal and sensitive details with:

- The Scottish Government;
- Delivery partners. These are organisations who work with us and the Scottish Government to deliver support;
- specialist training providers;
- potential employers;
- other organisations necessary for your full participation in the support offered e.g. the organisers of a training session which you attend;
- Third party contractors acting on behalf of Scottish Government to evaluate the effectiveness of and services operating under the No One Left Behind approach. Your experience with this service, or any other government agencies, including participation in services operating under the No One Left

Behind approach will not be affected in any way, whether or not you take part in any research activities.

- Other parties, as is necessary for the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings).
- We will never share your contact information for any marketing purposes.

## 6. Your Rights

- You have ***the right to access the personal data we process about you.***
- You have ***the right to object to processing that is or is likely to cause substantial damage or distress to you or another.***
- We seek to ensure that personal data processed is accurate and up to date. You have ***the right to request to rectify, block, erase or destroy inaccurate information.***
- You have ***the right to be confident that we will handle your personal information responsibly and in line with good practice.***

To exercise these rights, you can write (by post or email) to the Information Governance Manager, East Ayrshire Council, Council Headquarters, London Road, Kilmarnock KA3 7BU or via email to [information.governance@east-ayrshire.gov.uk](mailto:information.governance@east-ayrshire.gov.uk)

We will consider all requests and respond within one calendar month.

## 7. Complaints

If you feel we have been unable, or unwilling, to resolve your information rights concern, ***you have the right to lodge a complaint with the Information Commissioner's Office (ICO).*** The ICO are the supervisory authority responsible for data protection in the UK.

For further information, including independent data protection advice and information in relation to your rights, you can contact the Information Commissioner at:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 08456 30 60 60

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

You can also report at concern here - <https://ico.org.uk/concerns/handling/>.