

## **Privacy notice for WDF – individual employers**

Skills for Care is committed to protecting your privacy and security. This notice explains how and why we use your personal data in relation to the Workforce Development Fund (WDF) for individual employers (individual employer funding), to ensure you remain informed and in control of your information.

### **Questions?**

Any questions you have in relation to this policy or how we use your personal data should be sent to [mark.hyslop@skillsforcare.org.uk](mailto:mark.hyslop@skillsforcare.org.uk) or addressed to The Data Protection Officer, Skills for Care Ltd, West Gate, 6 Grace Street, Leeds LS1 2RP or telephoning 07866 802990.

### **1. About Skills for Care**

Your personal data (i.e. any information which identifies you, or which can be identified as relating to you personally) will be collected and used by Skills for Care Limited (company no. 3866683 charity no. 1079836 in England).

Skills for Care is based at West Gate, 6 Grace Street, Leeds, LS1 2RP. For the purposes of data protection law, Skills for Care will be the controller of any personal data you provide to us.

### **2. What information we collect**

Skills for Care will collect personal data which could be used to identify you which will include name, address, email etc. and also, if you choose to provide it, potentially data pertaining to the health of individuals. All information we collect will have been provided by you.

### **3. Why we need this information?**

We need to know this personal data in order to consider and manage your funding application. If your application is successful, we will also use your personal data to process the application to ensure you receive funding under the WDF – individual employer funding. We will not collect any personal data from you we do not need in order to provide and oversee this service for you.

#### **4. What we do with it?**

All the personal data we process is processed by our staff in the UK, however for the purpose of IT hosting and maintenance this information is located on servers within the European Economic Area. We don't transfer any of your personal data outside of the European Economic Area. No third parties have access to your personal data unless the law allows them to do so. We have a data protection regime in place to oversee the effective and secure processing of your personal data. For more information on this please contact our Data Protection Officer (details below). We may need to disclose your personal information where we:

- sell any or all of our business or assets or we buy another business or assets in which case we may disclose your personal data to the prospective buyer or seller
- are under a legal duty to comply with any legal obligation or in order to enforce or apply our terms and conditions
- need to disclose it to protect our rights, property or safety of our customers or others, including the exchange of information with other companies, organisations and/or governmental bodies for the purposes of fraud protection and credit risk reduction.

#### **5. How long do we keep it?**

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed or deleted. For more information on our retention schedule please contact our Data Protection Officer (Details below).

We continually review the information that we hold and delete what is no longer required.

#### **6. Legal basis for using your data**

We only ever use your personal data in line with the reasons set out in this privacy notice in order to:

- enter into, or perform, a contract with you including the review, management and (if relevant) processing of your funding application as described above
- comply with a legal duty

- where use of the personal data is in our legitimate interests, provided your rights don't override the these.

In any event, we'll only use your information for the purpose or purposes it was collected for (or else for closely related purposes).

## 7. Disclosing and sharing data

We will **never** sell your personal data and we will never share your data with third parties without your consent except as set out in section 4 of this policy and unless we are required to do so by law.

## 8. How we protect data

We employ a variety of physical and technical measures to keep your data safe and to prevent unauthorised access to, or use or disclosure of your personal information.

Electronic data and databases are stored on secure computer systems and we control who has access to information (using both physical and electronic means). Our staff receive data protection training and we have a set of detailed data protection procedures which personnel are required to follow when handling personal data.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of the website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

## 9. Keeping you in control

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows (although a few exceptions and caveats apply to some of the rights):

- the right to confirmation as to whether or not we have your personal data and, if we do, to obtain a copy of the personal information we hold as well as certain other information about the processing we carry out (this is known as subject access request)
- the right to have your data erased
- the right to have inaccurate data rectified

- the right to object to your data being processed, or to restrict the processing that we carry out
- where technically feasible, the right to have your personal data transferred in a machine readable, commonly used format.

Please keep in mind that there are exceptions to the rights above and, though we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

If you would like further information on your rights or wish to exercise them, please write to our Data Protection Officer at Skills for Care Ltd, West Gate, 6 Grace Street, Leeds LS1 2RP or telephoning 07866 802990. Or email [mark.hyslop@skillsforcare.org.uk](mailto:mark.hyslop@skillsforcare.org.uk).

We can provide you with a template subject access form which includes guidance on how to make your request (and will help us respond more quickly). Please contact us for a copy of this.

## **10. Complaints**

You can complain to Skills for Care directly by contacting our data protection officer using the details set out above. If you wish to make a complaint which does not directly relate to your data protection and privacy rights, you can do so in accordance with our charity's feedback policy.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at [www.ico.org.uk](http://www.ico.org.uk).