

#StepintoSocialCare

NW ADASS Regional Recruitment Campaign Privacy Notice

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| **Author** | Graham Donelan |
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**#StepintoSocialCare NW ADASS Regional Recruitment Campaign Privacy Notice**

Wigan Council (“a Data Controller”) is committed to protecting the privacy and

security of your personal information.

Wigan Council and organisations who work on our behalf, collect, store and process personal and sensitive information about residents, service users and those who we come into contact with. This information enables us to carry out specific functions that we are responsible for.

We recognise the need to treat personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met.

Our core obligations under the UK General Data Protection Regulation (GDPR) and commitments are set out in the Council’s [Primary Privacy Notice](https://www.wigan.gov.uk/privacynotices).

# This notice provides additional privacy information for customers who use the following services:

* #StepintoSocialCare Recruitment Portal

# It describes how we collect, use and share personal information about you:

* Before, during and after your relationship with us ends and
* The types of personal information we need to process, including information

the law describes as ‘special because of its sensitivity’.

It is important that you read this notice, together with any other privacy information so that you are aware of how and why we use your personal information.

# What information we collect:

* Your Name, address, contact details (email address and telephone number), confirmation that you are aged 18 or over
* Your motivations and personal qualities for working in social care (as provided by you)
* Geographical areas you would like to work in and availability for work full or part time

# Special categories:

We do not intend to collect, store nor use "special categories" of more sensitive personal information.

# The legal basis we rely on for processing your personal information is:

* **Contract:** the processing is necessary for a contract the Council has with you, or because we have asked you to take specific steps/provide information before entering into a contract with Council, other local authorities or social care providers

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# Purpose(s):

The purpose for collecting and using your personal information to identify individuals who express an interest in working in adult social care, in order to provide these individuals’ interest and contact details to adult social care providers.

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# Automated decision-making

Your expression of interest will automatically be passed to the local authorities you choose on the form, but any decisions we or the other local authorities make about you involve human intervention.

# Cookies

To find out how the data processor uses cookies please see their [Cookie Notice](https://clicktime.symantec.com/3SSVXnm88mosiNE42Juk76g6H2?u=https%3A%2F%2Fwww.carejobsnw.co.uk%2Fcookie-notice).

# Data sharing

In addition to the general reasons for information sharing described in the Council’s

[Primary Privacy Notice](https://www.wigan.gov.uk/privacynotices):

We have engaged Think Design Manchester Ltd (a “data processor”) who have developed a website form to collect your personal data to share with local authorities where you wish to work.

# Recipients of your personal data

Your data will be shared with

* Think Design Manchester Limited
* The local authorities where you indicate you could work
* Adult social care providers in the areas you have indicated you could work in

# Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements. Personal data will be deleted at the end of the project.

We must continue to retain necessary information in accordance with our Corporate Records Management Policy to fulfil legal, statutory and regulatory requirements.

# Rights of access, correction, erasure, and restriction

You have the right to ask for your information or make a request regarding your data and there will not be a charge for you to do so. This is known as a [subject access /](https://www.wigan.gov.uk/subjectaccessrequest) [GDPR rights request](https://www.wigan.gov.uk/subjectaccessrequest).

To do this you can visit our website where you can make a [subject access / GDPR](https://www.wigan.gov.uk/subjectaccessrequest) [rights request](https://www.wigan.gov.uk/subjectaccessrequest) online or write to us at: Information Governance, Wigan Council, PO Box 100, Wigan WN1 3DS. or email us at: subjectaccess@wigan.gov.uk

As part of a [subject access / GDPR rights request](https://www.wigan.gov.uk/subjectaccessrequest), you have the right to:

* Ask for access to your information
* To ask for your information to be corrected if it is inaccurate or incomplete
* To ask for your information to be deleted or removed where there is *no need*

for us to continue processing it. (right to be forgotten)

* To ask us to restrict the use of your information
* To object to how your information is used.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances

You have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

Further details are contained within the Council’s [Primary Privacy Notice](https://www.wigan.gov.uk/privacynotices) and should be read in conjunction with this document.

# Data Protection Officer

If you wish to raise a concern about your data, or how your data has been handled, please contact our Data Protection Officer.

If you are unhappy with the way that we handle your concern you may complain to the [Information Commissioners Office (ICO)](https://ico.org.uk/) at:

Wycliffe House Water Lane Wilmslow Cheshire

SK9 5AF

Tel: 0303 123 1113

The Information Commissioners Office deals with concerns and complaints relating to data protection (GDPR) and freedom of information legislation.

# Changes to this privacy notice

We may update or revise this privacy notice from time to time and will provide supplementary privacy information as is necessary.