

The Privacy Notice will cover:

- Purpose for processing
- Personal information collected and lawful basis
- Who we may share your information with
- How long we will hold your information
- Your information rights

Purpose for processing

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- To address queries from members and Skills for Care and DfE and to respond to any actual or potential disputes concerning the ASYE and PE.
- Data analysis and analytics

Personal data collected and lawful basis

We will only collect and use that personal data that we need to collect. The Learning and Development service processes personal data which may include, but is not limited to, the following personal data:

- Contact details, including name, address, telephone numbers and email address.
- Details of training provided
- Courses completed or scheduled / booked, including dates, scores and course details
- Identifying details, including date of birth and qualifications.
- Feedback information, comments and/or surveys after the training or learning activity has been completed

We may also process some special category (sensitive) data, which is relevant to individual cases and may include some of the following but is not limited to:

- Whether or not you have a disability or additional support needs for which the organisation needs to make reasonable adjustments
- Equality monitoring information

The legal bases for processing this personal data are:

PN0075 Learning and Development Privacy Notice

- Other organisations that provide grants or funding which we access to provide your development
- Social Work England
- Insights@ Discovery
- External Moderators

Our eLearning platform is provided by [Kallidus Ltd](#), who acts as a Data Processor to the Council. We use [OneFile](#), who act as a Data Processor to the Council, to store Portfolios for our apprentices.

We also use external training providers who are also acting as a Data Processor and are under contract with us to deliver services. Please note feedback information including statistics may be provided to providers.

Your training completion will be shared with your managers (or your organisational representative if not an internal member of staff) or subject matter leads to monitor completion.



Your information rights

You are entitled to a copy, or a description,
