

Privacy Notice for the Workforce Development within Social Services.

How we use your personal information for workforce development purposes.

The Council provides services for local communities and the people who live in them. Undertaking this work means that we must collect and use information about the people we provide services to and keep a record of those services. Because we collect and use personal information about individuals we must make sure that they know what we intend to do with their information and who it may be shared with.

We have summarised in this privacy notice some of the keyways in which we use your personal information for workforce development purposes within Social Services Department. This information should be read in conjunction with the Council's corporate [Privacy Notice](#) (accessed by clicking on the link).

Who we are and what we do?

Workforce Development in Social Services consists of the Workforce Development Team and an Early Years Workforce Development Officer within Flintshire County Council who are responsible for all aspects of development and training for the social care workforce from early years through to adult services across Flintshire.

Our work includes:

- Undertaking training needs analysis across the workforce to ensure appropriate training is available where possible.
- Commission and deliver a wide range of training courses which are advertised through an annual training brochure for social care workforce to ensure they are highly skilled and effective and efficient in their practice.
- Co-ordination of the distribution of training vouchers for independent social care staff from Flintshire-based agencies to access core training
- Assessors who support accreditation in levels 2, 3, 4 and 5 in Health and Social Care for staff working in adult's services: older people, mental health, learning disabilities, residential and domiciliary care.
- Social Care Career development including leading on Social Work and Occupational Therapy qualifications and training

What and whose personal information do we hold?

We may collect the following types of information about you over the duration of your social care career, depending on the type of service/ support you access from Workforce Development. The type of information that we will hold will vary according to what you access from our team, but typically this will include:

- contact details such as name, address, telephone number, email addresses, job role and place of employment
- Identifying details including date of birth, national insurance number, payroll number
- Information about the special learning requirements.

Where does the service get my information?

The source(s) of personal information provided to Workforce Development may include:

- Information provided directly by the subject matter i.e. you
- Information provided by your employer.

What we do with your personal information?

The processing of your personal data is necessary in order to take steps at your request either directly or indirectly via your employer, to access either direct training or a qualification.

This relates to the following processing activities:

- To interact with you as part of an enrolment process for both training and qualifications
- To provide you with the services offered as part of your career development i.e. accreditation in Health and Social Care, Social Work qualification
- For any other purposes for which you provide us with your personal data.

We may also process data because it is necessary for our compliance with our legal obligations, in this respect we may use your personal data for the following:

- To meet our regulatory obligations such as compliance with safeguarding
- For the prevention and detection of crime
- In order to assist with the investigations (including criminal investigations carried out by the Police and other competent authorities).

What is the legal basis for the use of this information?

The processing of your personal data is undertaken as a 'Public task*' which is a requirement of the local authority to promote the well-being of all individuals under the Social Services & Well-being (Wales) Act 2014 and to promote the welfare and safety of Vulnerable Adults.

**'Public Tasks' – to exercise 'official authority' and powers that are set out in law; or to perform a specific task in the public interest that is set out in law.*

Does the service share my personal information with any other organisation?

Your personal information will only be shared with organisations where this is necessary to facilitate access to learning. This will include: -

- sharing information with course tutors via course registers
- sharing information with learning organisations associated with appropriate qualification routes i.e. Coleg Cambria, Porth Agored, City & Guilds, Open College Network
- sharing information with Awarding Bodies related to the qualifications you are undertaking
- sharing information with your employer to provide details of progress/ attendance.

How long will my information be kept?

Workforce Development will hold your personal data for varying amounts of time depending on what it is and why we have it. The amount of time your data is held is detailed below:

Type of record	Retention period	Why we keep it
Continuous Professional Development	6 years after employment ends.	As evidence of training and qualifications gained during employment.
Training records	6 years after employment ceases.	As evidence of training and qualifications gained during employment. In order to provide evidence of training to support staff moving across social care roles or organisations within Wales

Your information, your rights

The UK General Data Protection Regulation (UK GDPR) gives you important rights, including the right to access the personal information the services hold about you.

Click here www.flintshire.gov.uk/en/Resident/Data-Protection-and-Freedom-of-Information/Data-Protection.aspx for further information on your information rights and how to exercise them.

If you feel that Flintshire County Council has mishandled your personal data at any time you can make a complaint to the Councils Data Protection Officer by emailing dataprotectionofficer@flintshire.gov.uk or phoning 01352 702802.

Alternatively, you can contact the Information Commissioner's Office by visiting their website or by calling their helpline on 0303 123 1113.

Contact Us

If you have any concerns or would like to know more about how Social Services' Workforce Development Team uses personal information, please contact us in one of the following ways:

Social Services General Workforce:

By email: wdt@flintshire.gov.uk

By telephone: 01352 702591

In writing: Workforce Development Team, Ty Dewi Sant, St, David's Park, Ewloe, Flintshire CH5 3XT

Early Years Workforce

By email: Amanda.williams@flintshire.gov.uk

By telephone: 01352 703930

In writing: Early Years Pathfinder Staff Development and Training Officer, Westwood Centre, Tabernacle Street, Buckley, Flintshire. CH7 2JT