**Wales Nation of Sanctuary:
Support for International Care Workers Privacy Notice**

Blaenau Gwent County Borough Council is committed to protecting your privacy when you use our services. This Privacy Notice is designed to give you information about the data we hold about you, how we use it, your rights in relation to it and the safeguards in place to protect it.

**Data Controller**

Blaenau Gwent County Borough Council

General Offices

Steelworks Road

Ebbw Vale

NP23 8UW

If you wish to raise a concern about the handling of your personal data, please contact the Data Protection Officer using the details below;

Data Protection Officer:

Steve Berry

01495 355080

Email: dataprotection@blaenau-gwent.gov.uk

As part of the Wales Nation of Sanctuary Support for International Care Workers, the Council will provide support and advice to displaced international care workers through the National Advisory Service.

1. **Who provides your data to the Council?**

The personal information we process is provided to us directly by you when you register for support and advice.

1. **How does the Council collect this information:**
* If you complete a form on the Sanctuary website
* If you contact us by telephone or email
1. **What information does the Council collect about you?**

The National Advisory Service may collect:

* Contact details (name/address/email/telephone)
* Qualifications
* Specific employment requirements
* Current employer
* UKVI information
1. **Why does the Council process your personal data?**

Under Article 6 of the UK General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:

**(e) We need it to perform a public task.**

1. **Who has access to your data?**

Your data is shared internally only with the appropriate staff where it is necessary for the performance of their roles.

We do not pass your details to third parties unless we are lawfully required do so.

**Is the Data transferred out of the UK?**

No

1. **How does the Council keep your data secure?**

The Council has internal policies in place to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Access to this data is restricted in accordance with the Council’s internal policies and in compliance with the UK GDPR.

Data will be stored securely in:

* Electronic Council databases
* Secure network drives

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

1. **How long does the Council keep your data?**

The Council will hold your personal data only for the period that is necessary and will follow organisational and Local Authority standards in this area. At the end of the retention period the Council will securely destroy or dispose of the data in line with retention schedules.

1. **Are we making automated decisions/profiling with your data?**

No

**Your rights**

You have a number of Rights you can exercise:

* Access - to obtain a copy of your data on request
* Rectification – to require the Council to change incorrect or incomplete data
* Object, Restrict or Delete - under certain circumstances you can require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
* Data portability – to receive and/or transmit data provided to the Council to other organisations (this applies in limited circumstances)
* Withdraw your consent at any time (where consent has been given)
* To know the consequences of failing to provide data to the Council
* To know the existence of any Automated Decision-making, including profiling, and the consequences of this for you.
* To lodge a complaint with a supervisory authority (Information Commissioners Office)

If you would like to exercise any of these rights, please contact: Information Governance Team dataprotection@blaenau-gwent.gov.uk 01495 311556

The Information Commissioner can be contacted at: The Information Commissioner’s Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone 0330 414 6421 or e-mail mailto: Wales@ico.org.uk.