

Privacy Notice (How we use Employer information)

The categories of this information that we collect, process, hold and share include:

- business information (such as name, address, telephone numbers, email address, post code, contact details)
- Records of meetings to discuss your requirements

Why we collect and use this information

We use employer data to:

- enable us to support your business with recruitment
- enable us to support clients into employment
- enable us to carry out specific functions for which we are responsible
- derive statistics which inform decisions

The lawful basis on which we use this information

We collect and use this information under the provisions and obligations imposed by the General Data Protection Regulation (GDPR) which came into force on 24th May 2016 and comes into effect on the 25th May 2018.

The data is used by Sefton@work as described in the SLA.

The lawful bases for the processing of this data are:

- Article 6 (1) (a) Consent.

The data is also used by Sefton@work and Sefton Council to monitor service provision and help plan for future service development.

Collecting this information

The information you provide to us is voluntary and part of a Service Level Agreement to enable you to access our services.

Storing this information

We will store your information within our Aptem CRM system and in our secure filing system. If you no longer wish to work with us you can contact us at any time and we agree to delete your record.

Who we share this information with

The information we collect is for use within Sefton Council, including InvestSefton and Sefton Community Learning Service. It will not be shared with any other parties without your consent being sought.

Data collection requirements

The data we collect is required to enable you to access the recruitment and support services offered by Sefton@work. The lawful basis for collecting this data can be found on page 1 of this document.

Your rights with regards to your data

The rights to access, erasure, rectification and data portability all need careful consideration, along with the right to object to direct marketing, profiling and processing under legitimate interests. The GDPR provides the following rights for individuals:

- the right to be informed about the collection and use of your data.
- the right to access your data and supplementary information.
- the right to have inaccurate data rectified, or completed if it is incomplete.
- The right to have data erased. This is also known as 'the right to be forgotten'.
- the right to request the restriction or suppression of your data.

If you have a concern about the way we are collecting or using your data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Under data protection legislation you have the right to request access to the information we hold about your business.

To make this request or for further information please contact:

Carmen Baccino : Employment Liaison Team, Sefton @work Tel 0151 934 2610 email elt@sefton.gov.uk