

# SECTA - Privacy Notice

South Essex Construction Training Academy (SECTA) is funded by Southend on Sea Borough Council. The purpose of the project is to increase the number of new entrants into the construction industry with a focus on non-traditional entry routes and under-represented groups.

Southend on Sea Borough Council is the lead body working in partnership with Thurrock, Basildon, Castle Point and Rochford Councils, a range of Construction Companies, education and training providers and referral partners.

This Privacy Notice advises you, the reader, on:

- Who we are
- What information we collect
- Why we collect it
- What we do with your information (who we share it with, how we use it and why)
- How long we will keep it
- Your right to access your personal data
- Your right to withdraw consent
- Your right to lodge a complaint to the ICO

## Who we are

The SECTA team based at Southend-on-Sea Borough Council (Civic Centre, Victoria Avenue, Southend on Sea, Essex SS2 6ER), Basildon and Thurrock will be registering clients who are interested in a career in construction and working with them to help them to become employment/site ready and gain employment. The team will monitor and evaluate the effectiveness of the SECTA programme. Southend on Sea Borough Council will act as a data controller for the purposes of the Data Protection Legislation (including the Data Protection Act 2018 and the UK GDPR and the General Data Protection Regulation).

We are registered with the Information Commissioner's Office and our registration number is Z6929331.

## What information do we collect, why and what do we do with it?

For the purposes of the SECTA programme the Council (or its partners and providers) will ask you for personal information that will enable them to determine if you are eligible to join the programme. If you are eligible to join the programme we will then ask you for additional information to enable us to develop an action plan in partnership with you. This action plan will help you to increase your employability through the development of skills and training. We will then work with you to help you secure employment.

We will monitor your progress against the action plan in terms of training attended, qualifications and skills achieved and employment secured, this information will all be recorded.

Detailed information will be stored for the project use.

When you initially engage with the SECTA you will be asked for your name, address, email address and phone number. This information will be used to contact you to arrange an initial meeting. The information will be securely stored.

Your action plan and progress against the plan will be recorded and securely stored. It will be shared with the SECTA project team.

Through the course of signing up to this program we will support participants to get into work with advice, training and support. In return participants will be required to update the service on their employment status and progress towards becoming work ready. We will retain contact with you until you have been in employment for a minimum of three months.

Referring organisations will be provided with information relating to your engagement with the programme.

The Council requires all Third Party processors to abide by all relevant Data Protection legislation when they process information on the Council's behalf and to follow our procedures or instructions.

### **Who will we share your information with?**

Your information will be shared by the SECTA project team with referral partners, employment agencies and training providers.

### **How long will we keep your information?**

The information you provide to us will only be used for the intended purposes, as explained above. The information will be securely retained, only accessed by limited staff members and anonymised as far as is practicably possible. The information will be retained for the duration of the project and for a period of 7 years from the end of the project, after which it will be deleted entirely.

### **Your rights to your personal data**

When you sign up with the SECTA programme you will start to receive information, advice and guidance (IAG), it is therefore important that you provide feedback on the usefulness and effectiveness of the IAG and training that has been provided in helping you to secure sustained employment.

During the course of the service you receive, you will be given the right to withdraw, if relevant. You can withdraw at any time by phone, email, in writing or face-to-face contact. When you make contact to do so, the Project Management team will explain the implications of withdrawing to you. They can be contacted via [secta@southend.gov.uk](mailto:secta@southend.gov.uk) or 01702 212856.

However, as explained previously in this notice, by accessing the service you have a requirement to update the service on your employment status and progress towards being work ready. The supply of these details to the service cannot be withdrawn once you sign up for the programme and start to receive information, advice, guidance and training.

Unless subject to an exemption such as above, you have the following rights with respect to your personal information:

- The right to request a copy of the personal information that the Council holds about you.
- The right to request that any personal information is corrected if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary to retain such data.
- The right, where there is dispute in relation to the accuracy or processing of your personal information, to request a restriction is placed on further processing.
- The right to object to the processing of personal information (where applicable)

We have a Data Protection Officer who makes sure we respect your rights and follow the relevant data protection law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at [dataprotection@southend.gov.uk](mailto:dataprotection@southend.gov.uk) or by calling 01702 215000 and asking to speak to the Data Protection Officer.

For independent advice about data protection, privacy and data sharing issues, or to lodge a complaint about how we have handled your information you can contact the Information Commissioner's Office (ICO).

You can visit [www.ico.org.uk](http://www.ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk)