**Telford and Wrekin Safeguarding Partnership**

**Privacy Notice – Training Requests**

The Telford and Wrekin Safeguarding Partnership collect and processes personal data relating to anyone accessing our service, this would include but it is not exclusive to employees, external customers and students.

The Telford and Wrekin Safeguarding Partnership are committed to being transparent about how it collects and uses your personal data and to meeting data protection obligations.

**Telford and Wrekin Safeguarding Partnership**

Working Together to Safeguard Children 2018, requires each local area’s multi-agency safeguarding arrangements to be led by the statutory safeguarding partners/organisations: local authorities, integrated care sustems and the police.

The Partnership is a key statutory mechanism for agreeing how the relevant organisations in Telford and Wrekin will cooperate in respect of safeguarding and promoting the welfare of children in the area and for monitoring the effectiveness of local services and legislative requirements; put simply "**safeguarding is everyone's responsibility**".

Safeguarding adults and reducing the risk of harm to individuals in our communities requires effective co-ordination. The [Care Act 2014](http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted) requires local authorities to set up a Safeguarding Adults Board (SAB) in their area, giving these boards a clear basis in law for the first time. The [Care Act 2014 Guidance](https://www.gov.uk/government/publications/care-act-2014-statutory-guidance-for-implementation) provides further detail on how this should be achieved.

**Members of the Partnership include representatives from:**

Healthwatch Telford and Wrekin

Telford and Wrekin Local Authority

Midlands Partnership Foundation NHS Trust

National Probation Service

Shropshire Partners in Care (SPiC)

Shropshire, Telford & Wrekin Integrated Care System (ICS)

Shropshire Community Health NHS Trust

Shropshire and Telford Hospitals NHS Trust

Warwickshire and West Mercia Community Rehabilitation Company

West Mercia Police

West Mercia Youth Justice Team

West Midlands Ambulance Service University NHS Foundation Trust

Wrekin Housing Trust

Voluntary sector organisations

**What personal data does Telford and Wrekin Safeguarding Partnership collect?**

The Partnership will only collect the necessary personal data required to arrange training events that you have requested. It will not use your personal data for any other purpose. The following personal data will be processed:

* Your name, work address and work contact details, including work email address and work telephone number.
* If you are a private applicant, your name, address and contact details, including email address and telephone number.

The Partnership will collect this information in a variety of ways. For example, data might be collected through application forms, evaluation forms following the completion of training and through Training Needs Analysis tools.

**Where will your personal data be stored?**

Your personal data will be stored securely on the relevant partner’s IT infrastructure with access limited to those with a business need to access.

**Why does Telford and Wrekin Safeguarding Partnership process your personal data?**

The Partnership need to process your data in order to maintain the service that we provide which includes but is not exclusive to:

* Providing training;
* Evaluating the quality of training;
* Workforce planning support;
* Maintaining accurate training records and contact delegates;
* Obtaining information relating to any type of disability you may have, to ensure that we comply with making reasonable adjustments where possible for those in attendance to meetings and training;
* Providing quarterly reports on attendee numbers for the Partnership Board and Sub-groups;
* Providing training records on request for current or former employees and external businesses;

The lawful basis, under the UK Data Protection Act 2018/UK GDPR, in which minimal personal data is processed is:

Article 6(1)(a) – individual(s) contacting TWSP consent to providing their personal data to enable TWSP to arrange appropriate training

Article 6(1)(b) – completion of a contract in respect to providing training requested

Article 6(1)(e) – task carried out in the public interest

Special category personal data may be collected to enable training provider to facilitate individuals that may require support to attend. The legal basis for this is:

Article 9(2)(a) – consent

Article 9(2)(e) – applicant makes this information public

Article 9(2)(h) – substantial public interest

**Who has access to your personal data?**

Your information may be accessed by members of the Partnership Management Team and Telford & Wrekin Council IT staff, if access to the data is necessary for performance of their roles.

External trainers recruited by the Partnership may also be provided with your personal data, in order to deliver a training course in which you are participating.

**How does the Telford and Wrekin Safeguarding Partnership protect your personal data?**

Telford and Wrekin Safeguarding Partnership takes the security of your personal data seriously. Partner organisations follows internal policies and controls which are in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed. Some of the ways in which TWSP protects your personal data include:

* Implementing appropriate technical and organisational measures to protect the confidentiality, integrity and availability of personal data and information;
* On-going continuous review of security;
* Regular review of information assurance and security policies and procedures;
* On-going training and awareness for staff on information assurance and security;
* Alignment with codes of conduct, certification schemes and government guidance, including the HMG Security Policy Framework, government baseline security standards, and the national Cyber Security Centre (NCSC);
* Use of the Government Supplier Assurance Framework and Crown Commercial Services Frameworks when working with suppliers and third parties; and
* Regular review of security and cyber risks.

Where the TWSP engages third parties to process personal data on its behalf, they do so under contract and on the basis of written instructions. Third parties are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data and comply with data protection legislation.

**For how long do Telford and Wrekin Safeguarding Partnership keep your personal data?**

Course registers are kept for 2 years.

**Your rights**

Data Protection law provides you with certain rights, however not all of these rights will be available to you in all situations. Where we are under a legal duty to use data for a particular purpose you will not have the right to prevent it being used in that way.

A full list of the rights you may have, under Data Protection law is available on the Information Commissioners Office website – [rights](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/).

If you wish to contact us in relation to any of your information rights, please contact the Telford & Wrekin Partnership Management Team, who will direct your query to the appropriate partner agency Data Protection Officer.

**How can you contact the Telford and Wrekin Safeguarding Partnership?**

If you wish to speak to a member of the Partnership Management Team, please contact via:

Email: partnerships@telford.gov.uk