



BNSSG Careers Hub: Work Experience

Privacy Policy

Who are we?

The Bristol, North Somerset and South Gloucestershire (BNSSG) Careers Hub is a collaborative group of Health and Social Care organisations who operate within the BNSSG Integrative Care Board (ICB). The aim of the BNSSG Careers Hub is to deliver events, information and placements that encourage young people (10 to 19 years of age) to consider a career within Health and Social care. We use information that we gather to ensure that our work experience strategy meets its predefined targets, improving the delivery of work experience & events and providing further information on opportunities to you if requested.

This Privacy Notice sets out how we use this information in the best possible way. For specific uses, data sources and the legal basis for data processing, this notice summarises how we use your information.

It is part of how we ensure we are open and transparent about how we collect and use information about you. It covers information we collect directly from you or receive from other individuals or organisations.

We will keep our privacy notice under regular review. This privacy notice was last reviewed in September 2022. This policy will be reviewed again in September 2023.

You can contact us if you have any questions or concerns about how we use your information.

When do we collect your personal data?

The BNSSG ICB collects data relating to you and your engagement with careers events and activities delivered by the ICB and its partner organisations. We collect data to ensure that our events are delivered well, attract a diverse group of people and meet young people's needs in relation to Careers Information. The ICB collects data that is gathered at Careers Events and Activities in the following way:

- **From when you register and communicate with us.** We collect information from you when you register for an event, request information, or send us emails.
- **From when you register for our newsletter**
- **From third parties.** If you are an end user, we may receive information about you from an App Partner or client

What personal data do we collect from you?

- **When registering for an event, applying for work experience, and providing feedback on an event, you may provide us with personal data.** Personal data includes all data that directly or indirectly identifies you such as your name, email address, phone number and ethnicity. You will be able control how much information you provide through some of the application and registration forms.
- **Identity and Contact Data.** To apply for work experience and register for events, you will be asked to provide your Name, Email Address, First part of your post code, telephone number and school or college. It is up to you how much additional personal data you share with us and the placement/event organise. This data may also include ethnicity, gender, date of birth, free school meal status and if you have a learning disability.
- **Identity and Contact Data of Significant Others in Your Life.** To apply for work experience placements, we will ask you to provide details of your “Next of Kin” this data will include name, telephone number and address.

If you fail to provide your personal data when requested, we may not be able to offer a work experience placement to you. This is due to health and safety concerns around contacting your next of kin in cases of emergency.

For what purpose do we use or process your personal data?

We process your personal data for the following purposes:

- Providing you with information about the work experience placement you are applying for
- Ensuring that you are safe while on work experience: This includes gathering next of kin and careers lead data to ensure that we have the details of someone we can contact in case of emergency
- Equality and Diversity data, we gather information on your ethnicity, learning disability and free school meal status because we are required to meet certain recruitment targets to ensure the work experience application process is fair and provides equal opportunities to all young people across the BNSSG region
- Prepopulating app fields such as conference agendas, attendee lists, speaker lists, exhibitor lists, and location information
- For analytics, to ensure that we are supporting all members of the BNSSG community to access careers information and events. The BNSSG Careers Hub will utilise the information to identify areas for development
- Sending quarterly newsletters to interested parties; the newsletter will contain information on apprenticeship vacancies and upcoming events. You will receive a quarterly newsletter from us if you have requested and opted into the newsletter

What legal bases do we have for processing personal data?

We will collect and process your personal data only when one of the following applies:

- It is necessary to support the ICB and our partners' public duties to improve the reach of our work experience programme
- To make you aware of apprenticeship vacancies, careers events and activities, and improving work experience placements for all
- You have expressly consented to the collection and processing for a specific purpose
- It is necessary to fulfil our contractual obligations; or
- It is necessary to comply with a legal obligation

Where we rely on your consent to process your personal data, you have the right to withdraw or decline consent at any time. If you wish to withdraw your consent, please contact us at BNSSG.careershub@nhs.net.

Our commitment

We do not sell, trade, or share your personal data with third parties or with organisations outside of your placement provider, event organiser and/or newsletter distributor.

- **Event Organisers.** We will only collect your data from events that the BNSSG Careers Hub organises or events that you attend where you have agreed to share your information with the organisation and then further agreed to share this information with us. In accordance with our legal obligations, we have agreed to safeguard the protection of your personal data. We recommend that you read and review the privacy policy of the event carefully to ensure you are fully aware of all the purposes for which your data is being used or processed by us.
- **Work Experience Placement Providers.** All Placement Providers are BNSSG Career Hub Members and as such all sharing of information will be internal only. The sharing of personal data is to ensure your health and safety while on placement. The sharing of data will also allow the Placement provider to contact you regarding your Work Experience Placement.

In accordance with the applicable laws and regulations, we have taken adequate technical and organisational measures to safeguard the security of your personal information. We store the personal information that we process on a secure database that is protected by technical access controls. We periodically review our information collection, storage and processing practices, including physical security measures, to guard against unauthorised access to systems.

We restrict access to personal information to employees who need to know that information in order to process it for us, and who are subject to strict contractual

confidentiality obligations and may be disciplined or terminated if they fail to meet these obligations.

How long will we store your personal data for?

We will only retain your personal data for 3 years to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, or reporting requirements. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of a claim being made in respect to our relationship with you.

What are your legal rights?

Under certain circumstances, you have rights under data protection laws in relation to your personal data. You have the right to:

- **Request access to your personal data (commonly known as a "data subject access request").** This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction of the personal data that we hold about you.** This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- **Request erasure of your personal data.** This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- **Request restriction of processing of your personal data.** This enables you to ask us to suspend the processing of your personal data in the following scenarios:
 - If you want us to establish the data's accuracy
 - Where our use of the data is unlawful but you do not want us to erase it
 - Where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims
 - You have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it
- **Request the transfer of your personal data to you or to a third party.** We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format.
- **Withdraw consent at any time where we are relying on consent to process your personal data.** However, this will not affect the lawfulness of any processing

carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact us at BNSSG.careershub@nhs.net.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights).

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one calendar month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Cookies and similar technologies

We use cookies and web beacons in our Apps and Services. A cookie is a small text file that is delivered with pages from the Apps or Services and which is stored by your browser on the hard drive of your computer or on your smartphone. Cookies have various functions, for example, a cookie can store your language preferences or password token. Web beacons are electronic files invisibly embedded on web pages or in email to permit the sender to track online movements of web users. Cookies and web beacons do not usually contain any information that could personally identify you.

At this time we do not respond to browser 'do not track' signals, as we await the development of industry standards for how such signals should be interpreted.

You can turn off the use of cookies via the settings on your computer or your smartphone. Please note, turning off cookies can result in some functions of the website or Apps not working properly. You may directly opt-out from Google Analytics cookies by contacting Google.

Additional Information and Contacts

Children Under the Age of 13

Our services are directed to individuals who are 14 years or older. We do not knowingly collect information from children under 13 years of age or have any reasonable grounds for believing that children under the age of 13 are accessing our Services. If we learn that

we have inadvertently collected personal information from a child under age 13, we will delete that information as quickly as possible. If you believe that we might have any information from a child under age 13, or if you wish to remove publicly available content, please contact us at BNSSG.careershubs@nhs.net.

Our Privacy Policy does not apply to services offered by other companies or individuals. Our Privacy Policy does not cover the information practices of other companies and organisations.

If you have questions about our use of your personal data, please contact us at: BNSSG.careershubs@nhs.net. If you have questions about event organiser use of your personal data, we recommend that you read and review the privacy policy of the event organiser and contact the event organiser if you still have questions.