

Navigating Employment and Skills - privacy notice

This privacy notice is specifically for the Navigating Employment and Skills project and subscription to all communications provided by Mailchimp.

Bolton Council uses a third-party application to facilitate a subscription mailing list and communications called Mailchimp.

The application we use includes [Mailchimp](#) and they are 'data processors', which means they process personal data on behalf of the Council who is the lead organisation for this initial interest you have shown in receiving newsletters relating to Navigating Employment and Skills.

By completing the enrolment form, you are confirming explicitly that you consent to your contact information to be processed and used by Bolton Council to support you. It will not be used for any other purpose and you can withdraw at any point through Mailchimp.

What data we collect from you

The personal data we collect from you includes:

- name
- email address

Our legal basis for using your data

When we use Mailchimp, the legal basis for processing your data is consent. You can withdraw your consent at any time through Mailchimp which is outlined in all email correspondence.

When we as a Council further process any data we do this in the public interest or in the exercise of official authority

Why we need your data

We need to process your personal data to provide you with communications regarding the Navigating Employment and Skills Project.

What we do with your data

We use this information to send out news and updates via Mailchimp by email.

You can read [Mailchimp's own privacy policy](#).

How long we keep your data

We will keep your personal data for a maximum of 3 years. Mailchimp retain your data for as long as the service is used. You can withdraw your consent at any time.

Where your data is processed and stored

Your data is stored in Mailchimp's servers in the USA.

This is subject to equivalent legal protection through the use of Model Contract Clauses and the supplier's membership of the Privacy Shield Framework.

We also design, build and run our systems to make sure that your data is as safe as possible at any stage, both while it is processed and when it is stored.

Who we share your data with

As part of the activities described above we share your personal data with Mailchimp who provide us with the software and act as data processors.

How we protect your data and keep it secure

We are committed to doing all that we can to keep your data secure. We set up systems and processes to prevent unauthorised access to or disclosure of the data we collect about you – for example, we protect your data using varying levels of encryption. All third parties that process personal data for the Council are required to keep that data secure and comply to UK GDPR and Data Protection Act 2018.

Your rights

You have the right to request:

- information about how your personal data is processed, and to request a copy of that personal data
- that any inaccuracies in your personal data is rectified without delay
- that any incomplete personal data is updated - you can include the missing information in your request
- that your personal data is erased if there is no longer a justification for it to be processed
- that the processing of your personal data is restricted in certain circumstances - for example, where accuracy is contested.

If you have any of these requests, get in contact with us at our contact details below.

Further Information

Bolton Council is registered as a data controller with the **Information Commissioner's Office** (registration number: Z6659663).

Contact details for the council's DPO are:

Patricia Ashcroft 1st Floor, Town Hall,
Victoria Square, Bolton
BL1 1RU 01204 332064
dpo@bolton.gov.uk

The Data Protection Officer provides independent advice and monitoring of the council's use of personal information.

You can also complain to the Information Commissioner, who is an independent regulator.

Information Commissioner's Office

Email icocasework@ico.org.uk

Contact form <https://ico.org.uk/global/contact-us>

Telephone 0303 123 1113

Textphone 01625 545 860

Changes to this notice

We may change this privacy notice. When we make changes to this notice, the 'last updated' date at the bottom of this page will also change. Any changes to this privacy notice will apply to you and your data immediately. If these changes affect how your personal data is processed, Bolton Council will take reasonable steps to let you know.