



BMBC PRIVACY NOTICE

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At BMBC we are committed to protecting and respecting your privacy.

This Privacy Notice tells you what you can expect when the Council collects your personal information. This notice applies to information the Council collect in relation to the More and Better Jobs Employers Promise.

Stage one: Who are we?

“More and Better Jobs” is the Council’s Employment and Skills Strategy for 2015 – 2020. The More and Better Jobs Taskforce is a multi-partner Taskforce that oversees implementation of the plan. The Employment and Skills Service supports the Taskforce to operationalise the Plan.

The Employers Promise is an initiative which aims to promote the plan’s priorities to businesses operating in Barnsley. It invites employers to sign up to the promise and to make offers that enable people and businesses to thrive and progress by providing opportunities and ways of working that help local people to Get Ready For Work, Get Into Work and Get On (and Stay In) Work.

Stage two: What type of information we will collect from you

We will collect company and personal information.

What is company information?

Company information does not relate to an individual person, unless the company is a sole trader or partnership. Company information relates to the organisation and not its employees.

What is personal information?

Personal information is information that relates to an identified or identifiable natural person, for example a company employee contact name, their role and contact details

We collect information from the details entered on the Employer Promise and Offer forms:

Company Information:-

- Company name
- Company address, telephone, e-mail, website details and logo
- Company size (micro, SME, large)
- Commitment to the Employers Promise
- Details of offers to help people Get Into, Get Ready for and Get On (and Stay In) work

Personal Information for the company contact:-

- The name and job title
- Contact information , phone number and e-mail

This information is discretionary and companies can opt to use a generic post title and e-mail (i.e. info @ xx)

In the event that we are able to provide additional, intensive, grant funded support to a company, we will be required to collect additional information for the purpose of monitoring compliance with the conditions of the grant. Separate systems will be used to collect, store, manage and monitor this information.

Stage three: Why do we need your personal information

We will use your information so that:

- We can register you as a company making its Employers Promise, arrange support to implement the company's offers of opportunities, manage our relationship with you and inform you about news and events related to the Employers Promise.
- We collect company information for the purpose of publicising the Employer Promise and your company's participation by publishing the company logo and company name. We would not include details of a named individual without your express permission.
- Information on the company, including details of a named contact can be passed on to a third party for the purposes of providing brokerage to and support for a specific offer/opportunity. These third parties are all expert organisations supported by public funding to offer help and advice and are listed on the Here to Help pages.
- To enable us to carry out specific functions for which we are responsible.
- Your company information and contact details will be used to communicate with you, for example, newsletters, event invitations, information alerts relating to the More and Better Jobs Employers Promise.

Barnsley Council will also use your company information for reporting and audit processes. This information will be in the form of anonymised statistical data.

Stage four: How we will collect your personal information

We will collect your company and related personal information, (contact name, job title and contact details) through the Employers Promise sign up form and through any information relating to offers you subsequently supply.

Company details, including those of named contacts and individual offers will be held on a secure database which is not publicly available and accessed only through a log on system. Full access is restricted to Barnsley Council staff only. Third parties on the Here to Help page can access individual offer pages through a secure log in for the purpose of reporting progress.

Stage five: Our Legal Basis for processing your information

The legal basis to hold and process this information is noted below and is to enable us to manage our relationship with you, provide support services, respond to queries and retain records to administer and manage our relationship with you. You may opt out of receiving information about events and news updates.

We collect and use your personal information under:

GDPR Article 6

6(1)(a) – Consent of the data subject

6(1)(b) – Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

The rights of your employees

- The right to request any personal information we hold on them
- The right to request we amend or rectify incorrect or out of date information
- The right to erase personal data
- The right to withdraw any consent to processing of personal data
- The right to request a restriction on the personal data if its accuracy is disputed
- The right to object to the processing of personal data
- The right not to be subject to a decision based solely on automated processing.
- Please see Barnsley Council's main website for full details; [Barnsley Metropolitan Borough Council privacy notice](#).

How does an employee exercise their rights?

Contact us on MBJtaskforce@barnsley.gov.uk

Stage six: Why we may need to share your information

When a business signs the Employers Promise we will publish the organisation's name and logo unless requested not to. This is to celebrate your commitment and to encourage other companies to sign up.

The More and Better Jobs Employer Portal aims to help businesses to implement their promise and offers. We need to share your information to enable the company to receive support to realise its offers.

If you contact us with a query or we need to contact you for more information to provide support, we may pass on this information to a suitable third party intermediary, subject to your agreement.

By submitting an offer you are opting in to sharing company and offer details with these third parties.

If you do not wish us to share your information you can alternatively contact these organisations directly through the Here to Help page or by e-mailing MBJTaskforce@barnsley.gov.uk

The Council will not share your information with anyone without consent unless the law and/or our policies allow us to do so for example, in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

Stage seven: Who we may share your information with

We will share your information with one or more of the third parties listed on the Here to Help page. We only share information with organisations who receive public funding to offer this support and who are expert, experienced organisations.

In addition to the third parties listed on the Here to Help page, we will share statistical information for monitoring purposes with:

- More and Better Jobs Taskforce
- Local Integration Board

Where there is a need identified, as outlined in section 6 above, your information will be shared with:

- Department for Work and Pensions (DWP)

Stage eight: How long will your information be kept?

Your information we use for the Employers Promise shall be kept with us, securely, until you notify us that you no longer wish to receive this information or until the end of the Employers Promise project. For more information on our retention schedule please visit [Barnsley Metropolitan Borough Council privacy notice](#).

Stage nine: What will happen if you fail to provide personal information?

Companies have the option not to provide a named contact and can use a generic job title/contact details if they wish.

Stage ten: How to access and control your personal information

The Council has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at informationrequests@barnsley.gov.uk or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on DPO@barnsley.gov.uk.

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at www.ico.org.uk