



**Wigan Safeguarding  
Children Board and Wigan  
Safeguarding Adults Board:  
Workforce Development  
and Engagement Team  
Privacy Notice**

Document control		
Document title	Wigan Safeguarding Children Board and Wigan Safeguarding Adults Board; Workforce Development and Engagement Team Privacy Notice	
Purpose		
Author	Shirley Parkinson	
Date of publication		
Valid until	October 2019	
Owner/responsibility	Shirley Parkinson	
Distribution	LanConsent/Other	
Version	Date	Comments
Version 1.0		



## **Wigan Safeguarding Children Board and Wigan Safeguarding Adults Board: Workforce Development and Engagement Team Privacy Notice**

This Privacy Notice explains how the Wigan Safeguarding Children Board (WSCB) and the Wigan Safeguarding Adults Board (WSAB) uses and shares personal information for Workforce Development and Engagement purposes. This notice will be reviewed and updated annually or earlier if necessary to comply with changes in the law.

It is important that you read this notice, together with any other privacy information so that you are aware of how and why we use your personal information.

### **Who we are and what we do:**

WSCB is a statutory body established under The Children Act 2004. WSAB is also a statutory body established under the Care Act 2014. Both Boards consist of partnerships of local agencies which are independently chaired. Senior representatives of all key organisations work together to safeguard and promote the welfare of children, young people and adults in the Wigan borough. Support is provided by a dedicated business support team.

To carry out its responsibilities effectively under Multi-Agency Safeguarding Arrangements, WSCB requires representation from each of the statutory agencies identified in 'Working Together to Safeguard Children 2018', these are:

- Wigan Council
- Wigan Borough Clinical Commissioning Group
- Greater Manchester Police.

WSCB has also identified the following partners to be part of the Multi-Agency Safeguarding Arrangements:

- Wigan Children's Services
- Wigan and Leigh Homes
- Greater Manchester Police
- Primary Schools
- Her Majesty's Prison Service
- Council for Voluntary Services
- Secondary Schools
- CAFCASS
- NHS Services
- Inspiring Healthy Lifestyles
- National Probation Service
- Post 16 Education Providers
- Adult Services.

WSAB consists of core members. These are:

- Wigan Council
- Wigan Borough Clinical Commissioning Group
- Greater Manchester Police.

In addition, there are also several key partners. These are:

- North West Boroughs Healthcare NHS Foundation Trust.
- Bridgewater Community Healthcare NHS Trust
- Greater Manchester Probation Trust
- HM Coroner's Office
- NHS England,
- The Care Quality Commission
- Healthwatch Wigan and Leigh
- Wrightington, Wigan & Leigh NHS Foundation Trust
- Greater Manchester Fire and Rescue Service
- HMP Hindley.

### What type of personal information do we collect and how do we collect it?

We may collect the following types of information

- Your name
- Your work address
- Your email and contact telephone number
- Your payroll number
- Your manager's name, job title and contact details

### How we collect your personal data

We collect your Personal Data by using:

- contact via telephone or email
- paper and electronic forms
- visits and discussions with you and other professionals who may know you, or who may be responsible for your professional development.

### What is our power to collect and use this personal data?

We must have a lawful basis for us to obtain and share personal information. If we need to we will do so for one, or all, of the following reasons:

**Contract:** processing is necessary for a contract.

**Public task:** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

**Legitimate interests:** processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests

are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

*Note: Legitimate interests shall not apply to processing carried out by public authorities in the performance of their tasks.*

### **What is your personal information used for?**

The purpose of the processing is the collection, processing and storage of information relating to staff and volunteers within the workforce in Wigan Borough.

The information we collect will be used for the following purposes:

- monitoring of uptake and completion of workforce development and training
- to provide workforce development and training through virtual college who are our on-line training provider
- for the production of annual reports
- to manage and administer your account and provide you with bills and statements;
- to deal with any problems or complaints that arise in relation to your account;
- and analysis purposes (anonymised) to help improve the operation of our service.

### **Will your personal information be shared?**

WSCB and/or WSAB will share data and information with the relevant host agencies of staff and Virtual College. Any information shared is managed in accordance with relevant privacy and data protection legislation

On occasions, your information may be gathered and stored on third party computer servers managed by for example, Survey Monkey, but WSCB/WSAB control your data and information.

### **How do we keep your personal information secure?**

The security of your personal information is important to us. This is why we follow a range of security policies and procedures established by Wigan Council in accordance with the Data Protection Act 1998 and the GDPR 2018 to control and safeguard access to and use of your personal information.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

Survey Monkey's information systems and technical infrastructure are subject to their own data security provisions. Their Security Statement can be found [here](#) and their Privacy policy can be found [here](#).

Virtual College are compliant with the General Data Protection Regulations and have policies in place regarding the collection and processing of data. More information can be found [here](#)

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

After we deliver a service to you, we keep your information as a business record of what was delivered.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements

### **Is your personal information processed overseas?**

Survey Monkey may operate commercial computer servers which store your information outside of the European Union. Survey Monkey holds valid certification for the EU-US Privacy Shield Framework.

WSCB and WSAB will not process your personal information overseas as the information held is only relevant to those people who require workforce development and engagement within the Wigan Borough.

The Privacy Shield meets GDPR requirements for processing information outside of the EU.

### **Marketing**

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

### **What are your Information Rights?**

It is important to us that you understand that your Information Rights are set out in the law and, subject to some legal exceptions, you have the right to:

- to have any inaccuracies corrected
- to have your personal data erased
- to place a restriction on our processing of your data
- to object to processing; and
- to request your data made available to someone else.

If you wish to exercise your information rights, please contact us at:

[wscb@wigan.gov.uk](mailto:wscb@wigan.gov.uk) or [wsab@wigan.gov.uk](mailto:wsab@wigan.gov.uk) or alternatively write to:

Wigan Safeguarding Children Board or Wigan Safeguarding Adults Board  
Second Floor  
Wigan Life Centre South  
College Avenue  
Wigan  
WN1 1NJ

### **Further Information**

We try to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact us at [wscb@wigan.gov.uk](mailto:wscb@wigan.gov.uk) or [wsab@wigan.gov.uk](mailto:wsab@wigan.gov.uk)

Wigan Council's core obligations under the General Data Protection Regulation (GDPR) and commitments are set out in their [Primary Privacy Notice](#).

Wigan Council has privacy notices for each area of the Council to offer more detail on what information it collects, how the council use it and your rights. [See the privacy notices for all Wigan Council services](#).

If you would like to learn more about these rights you can access further information on the [Information Commissioners Office \(ICO\) website](#).