

## Privacy notice

This privacy notice provides information on how Norfolk County Council's Boost project uses your information to provide you with all the information, advice, and guidance you need to access the resources of the project and to support you to make the most of opportunities available to you.

By 'use' we mean the variety of ways personal information is processed including storing and sharing the information.

### Further details

We also provide further details regarding:

- Who we are
- How long we use your information for
- Your rights under the UK General Data Protection Regulation (the GDPR) and
- How to exercise them.

You can see this information in our [General privacy notice - Norfolk County Council on our website](#) or you can ask us for a copy of this information.

### What we use your personal information for

We use your personal information to manage the Boost project including:

- Making sure you are eligible to join this project
- Enrolling you on to the project
- Obtaining funding from Central Government via the Borough Council of King's Lynn and West Norfolk
- Assessing individual requirements to make sure that we:
  - Help you engage with activities that are right for you
  - Make accurate referrals to other organisations where appropriate
- Survey you to enable us to make service improvements

### What personal data we collect and use about you

We may collect and use your:

- Personal details such as your name, dob/ age and gender
- Other kinds of identifier or reference number such as your National Insurance Number
- Contact details such as your address, telephone number and email address
- Personal history including if you are a carer of a child, a looked after child or a care leaver and your immigration status
- Housing situation such as your current living arrangements
- Previous or current education information, including schools or colleges attended and qualification details
- Current employment status including name of employer, your job title, working hours, employment status and qualifications
- Social Relationships: next of kin, dependents, and emergency contacts
- Preferences such as your preferred contact method, language, and formats.

We also collect information about the following which is classed as 'special category data' under the GDPR:

- Racial or Ethnic Origin
- Health data including physical and learning disabilities; mental health; occupational health; and transport needs
- Criminal Offence data

The GDPR includes safeguards to protect the use of your special category data. Further details can be found on our website in the document named ['Special category data and criminal offences data'](#)

**policy'** which sets out our procedures for compliance with the principles of the GDPR and the retention and erasure of this information.

**Who provides the information:**

The information we hold includes information you have provided to us.

We may also receive information from:

- Other departments and services of the Council, including Children's Services
- Health bodies organisations and individuals including GP surgeries
- Other local authorities
- Government department or agency
- Residential service provider
- Support agency
- National independent bodies
- Schools, academies, colleges
- Training providers
- Education services
- Qualification award bodies
- Funding bodies
- Public and other individual third parties
- Local partnerships e.g. LEP.

**Who we share your information with:**

We may also share your personal information with:

- Norfolk County Council employees, including one-to-one support workers as part of your engagement with the project. You can see the privacy notices for other NCC departments here. <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/open-data-fois-and-data-protection/data-protection/privacy-notice>
- Government department or agency who are supporting or able to support you as part of the project, for example, the Department of Work and Pensions
- Qualification award bodies when you are completing an accredited course
- Schools and/or colleges where you are currently a student
- Funding bodies for the project, for example, Department for Levelling Up, Housing and Communities
- Other projects who support our work with employers - Youth Pledge for Employers
- Third parties who are part of our delivery framework so you can access activities available through the project. You can see a list of them here. <https://www.visionkingslynn.co.uk/wp-content/uploads/2023/07/framework-of-providers-july-2023.pdf>

Any information which is shared is on a need-to-know basis, with appropriate individuals. Only the minimum information for the purpose will be shared. Your personal data will be shared securely, fairly, and proportionately.

Your personal information will also be given to third parties working with the Boost project and Norfolk County Council to provide a service to the County Council. These service providers are known as data processors and have a legal obligation under GDPR to look after your personal information and only use it for providing that service.

**How the law protects you and the legal basis for processing information:**

We have legal grounds under the GDPR to process this information because it is necessary for the performance of a task carried out in the public interest and the task or function has a clear basis in law. The statutory power is section 2(1) of the Local Government Act 2000, which permits Norfolk County Council to do anything we consider likely to promote or improve the economic, social and environmental well-being of Norfolk.

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

We keep your data in line with government grant guidance and the County Council's retention schedule.

**How we keep your information:**

## Boost

The information is securely stored electronically on Norfolk County Council systems. Access to this data is granted to authorised personnel only, and strictly for the duration of their job role. We do not process your information outside of the UK.

**Automated decision making:** We do not operate any automated decision making about you.

**Changes to this notice:** We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was created on 26/02/2024