

Privacy notice For International Recruitment East (IRE) Programme Norfolk County Council

What this document is for

This privacy notice provides details on how we, Norfolk County Council (NCC), use your personal information within the International Recruitment East (IRE) Programme.

By 'use' we mean the various ways your personal information may be processed including storing and sharing the information.

Further details

We also provide the following details in our [general privacy notice on our NCC website](#):-

- 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 also ask us for a copy of this information.

What we will use your information for

We may use your personal contact details in order to contact you to ask if you would be prepared to:

- Provide further feedback on the event that you attended;
- Provide feedback or views on the IRE Programme as a whole;
- Participate in a focus group discussion on the IRE Programme or aspects of international recruitment;
- Tell us your story in relation to international recruitment that with your consent we may use as a case study

We may also use information you provide in other ways compatible with the above.

Feedback we obtain from you will be anonymised and included in the IRE programme monitoring and evaluation reports.

The purpose of programme monitoring and evaluation is also to enable us to assess the quality and / or impact of the Programme's activities or resources and make the necessary adjustments in order to make the necessary improvements.

What personal data we collect and use about you

We will collect and use:

- Name
- Email address

Who provides this information

We will receive your personal information from one of our IRE programme delivery partners who will have gathered your personal information as part of the booking process for the workshop / event you will / did attend. The programme delivery partner will seek your consent before providing your personal information to us.

Who we share your information with

We will share your information with our monitoring & evaluation partner, SQW. The link to their privacy statement can be found here:- [SQW privacy statement](#)
Information shared with SQW will be on a need to know basis, and only with nominated individuals. Only the minimum information for the purpose of monitoring & evaluation will be shared.

Your personal information will also be shared with parties contracted by the 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 and to the County Council to look after your personal information and only use it for providing that service. For example, the Council has entered into a contract with Microsoft, who provide many of our ICT solutions.

How the law protects you and the legal basis for processing your information

We have legal grounds under the GDPR to process this information because you have provided consent for us to do so. You can remove your consent at any time by emailing us at: internationalrecruitmenteast@norfolk.gov.uk.

How long will we keep your personal information for

The information will be securely deleted at the earliest of; you withdrawing consent; or when the information is no longer needed for the above purposes. It will be securely deleted by 30th June 2024 at the latest.

If we need to use the information you provide for research or reports, your information will be anonymised and any information taken from notes (handwritten or typed) during any consultation sessions will be securely destroyed. The information will continue to be used in a summarised and anonymised form in any research reports or papers that are published. These anonymised reports may be shared with the Department of Health & Social Care (DHSC) who have funded this IRE Programme and may be held by them indefinitely. The anonymised information in the papers may be of historic interest and may be held in public archives indefinitely.

How we keep your information

The information is stored electronically, on the County Council's network including records management systems.

We do not process your information outside of the UK and European Economic Area.

Automated decision making

We do not make automated decisions 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 **31 December 2023**