

Privacy Notice

Glasgow Chamber of Commerce takes the security of your personal data very seriously. This statement sets out what information we need and why we need it.

Paid Work Placements work across the city to connect participants with employers.

We require your personal information to allow us to assess your eligibility to access the programme, monitor your progress and report outcomes to Glasgow City Council, Scottish and UK Government. This information may be provided directly by you or by the organisation(s) referring you.

Please see Glasgow City Council's Economic Development and Employability Funding [Privacy Statement Here](#).

The types of information that we require are contained within our registration form and include the following categories of personal data:

- Contact information (name, address, telephone numbers and email address)
- Gender
- Nationality
- Parental information
- Workplace and education information (national insurance numbers, education (ISCED) level, employment, and economic status, right to work status)

We will also ask you to provide more sensitive personal data which includes the following:

- Equalities data (ethnic origin, religion, sexual orientation, trans status, disabilities). Please note, providing this information is optional.
- Criminal conviction data
- Whether you are an armed forces veteran
- Asylum seeker status
- Refugee status
- Family circumstances (parental status, number and age of dependent children, any disabilities within the family, access to funded childcare)
- Whether you are homeless or affected by housing exclusion
- Details of any long-term physical illness or conditions
- Details of any mental health issues, including, substance related conditions
- Details of your work experience
- Whether you are a primary carer and caring responsibilities
- Whether you have been in care
- Details of your access to transport and childcare

SECURITY

The Chamber uses reasonable measures to safeguard personally identifiable information. The implemented measures will be appropriate to the type of information maintained and compliance with all relevant legislation governing protection of personal information. Measures are

implemented to preserve the confidentiality, integrity and availability of the personal information. We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, we limit access to your personal data to only those employers, contractors or agents who have a legitimate business need to have access to that data. The employers, contractors or agents will process your personal data in accordance with our instructions. They will be subject to a duty of confidentiality and due care with respect to handling the personal data. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

We will take reasonable precautions to prevent the loss, misuse or alteration of your personal information. Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

We will store all the personal information you provide on our secure servers. All electronic transactions you make to or receive from us will be encrypted.

HOW LONG WE KEEP YOUR DATA

You have the right to immediate erasure of your personal information, which you are able to exercise by contacting either **0141 204 2121** or emailing **chamber@glasgowchamberofcommerce.com**. Please be aware that in some cases we require your personal information in order to carry out services we are providing you. Should you choose to access the right to erasure then we may no longer be able to carry out the services in question.

Unless you exercise this right we will keep your data for three years after your last interaction with us, or six years after the expiry of any financial year in which any contract we have arranged for you is discharged; after which point we will delete it from our systems.

YOUR RIGHTS

The General Data Protection Regulations gives you the right to access your personal data held by us ("subject access request"). If you have an established business relationship with the Chamber, you may request from us a list of the categories of personal information held about you. Subject access requests must be made in writing to the details below. We will endeavour to respond to the request within a reasonable period and in any event within one month as required by the relevant provisions in the GDPR.

It is important that the personal data we hold about you is accurate and current. We will take all reasonable measures to ensure that the personal data we hold about you is accurate. We have also implemented procedures to enable you to review and correct your personal information, should

there be any changes to your circumstances or errors in the gathered data. When you make a request to access or review the personal data we hold about you, we will request you to verify your identity before the request can be fulfilled.

You can request us not to use any of your personal details; you will usually ask in advance whether you agree to our use of your personal data. If not you can instruct us not to use your personal data by emailing us at chamber@glasgowchamberofcommerce.com

This privacy policy, together with our terms and conditions, constitute the entire agreement between you and us in relation to your use of our website, and supersede all previous agreements in respect of your use of this website.

In addition to the rights of access, review and correction, you have the right to object to your personal data being processed for any particular purpose, or to request that we stop using your information. If you wish to exercise these rights, please email chamber@glasgowchamberofcommerce.com or send a letter marked "Data Protection" to the Chamber's offices at 30 George Square, Glasgow G2 1EQ. If you have further concerns about how we use your personal data, you also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the data protection authority for the UK.

Please visit <https://ico.org.uk/> for more details on your data protection rights and how to contact them.

CONTACT US

If you need any more information please contact us at chamber@glasgowchamberofcommerce.com