



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

Apprenticeship Applications Privacy Notice

Data Controller

Chippenham Town Council is the Data Controller for the information that is processed for this purpose.

Legal Basis

We process personal data with legitimate interests.

What Data Do We Collect

Apprentice applicants - Name, address, telephone number, email address, qualifications, work experience and education history.

How We Process Your Personal Data

We administer personal data during the recruitment procedure. Processing data from applicants allows us to manage the process, assess and confirm a candidate's suitability for apprenticeships.

Sharing Your Data

We do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

What Are Your Rights

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it).

4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

How Long Do We Keep Your Data For

If your application for apprenticeship is unsuccessful, we will hold your data on file for 6 months after the end of the recruitment process. At the end of this period your data is deleted or destroyed.

If your application is successful, personal data gathered during the recruitment process will be transferred to your personal file and retained during your apprenticeship +7 years.

Contact Information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Postal address: The Town Hall, High Street Chippenham, Wiltshire, SN15 3ER
Email: enquiries@chippenham.gov.uk Phone: +44 (0) 1249 446699

Our Data Protection Officer is One West and you can contact them at dpo@chippenham.gov.uk

Complaints

If you wish to raise a complaint on how we have handled your personal data, please contact us at dpo@chippenham.gov.uk. If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Email: casework@ico.org.uk Phone: 0303 123 1113