



WLGA Improvement Programme

Officer Peer Privacy Notice

The WLGA recruit Officer Peers to assist with sector-led improvement as part of the Improvement Programme. Peer support could involve participating in a Peer Challenge, a Panel Performance Assessment or undertaking some bespoke work.

As a Data Controller, the WLGA is committed to protecting your personal data and using it in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 (as amended).

What Personal Data do we collect and why?

In order to assess suitability of officers to undertake specific work or to form part of a peer team, we collect the following information from you:

1. **Name, contact details, professional qualifications, and experience.** We collect this information via the Expression of Interest form and hold this data in a register so that we can assess your suitability to undertake peer work as part of a peer team/panel or to undertake targeted peer work.
2. **Equalities & Diversity data.** This information won't be used as part of our selection or placement process, however, we will endeavour to have diverse teams to bring a richer perspective. This information will be used solely for monitoring purposes.

Additionally, we may take up references to assess your suitability to become an officer peer.

Data Sharing

Personal information outlined in 1. above will be shared with relevant councils to consider suitability to undertake work with the council as a member of the peer/panel team or to undertake targeted improvement support. We may also share your information with other teams within the WLGA to assess your suitability to undertake specific improvement work.

If you have consented to sharing your personal information with the LGA and/or National Park Authorities, we may share your personal data, as outlined in 1. above for the LGA/National Park Authority to consider your suitability for peer work. The LGA/National Park Authority is a data controller in their own right and will collect any additional information through direct contact with you.

Legal Basis

Personal information (1.above): You are submitting your personal information as you wish to become an officer peer. We are collecting and processing your personal information, e.g. holding the information on our register and periodically sharing with teams within the WLGA and/or Councils in a controlled manner in order to assess

your suitability to undertake specific pieces of work. The legal basis which we are relying on **under Article 6 of the UK GDPR** is that the processing is necessary for the purposes of fulfilling a contract **(1b)**.

We only share your personal information with the LGA and/or National Park Authorities if you have provided your consent for this information to be shared. **You will be asked to tick a box to demonstrate that you consent to this processing.**

Special Category information (2.above): We would like to collect equalities and diversity information for monitoring purposes, **but we rely on your consent (1a) under Article 6 of the UK GDPR and explicit consent (1a) under Article 9 of the UK GDPR for us to collect and hold this information.** We do not disclose this information to any third parties for the purpose of selection or placement. **By completing this section of the form you are consenting to share this information with us. We will contact you on a bi-annual basis with the information you have provided to ensure that it remains accurate and that you continue to consent to us holding this information.**

How we use your information

Personal information (1. and 2. above) will be extracted and held on a central electronic register within the WLGA which is managed by the Improvement Team. Access controls will be in place to prevent the unauthorised access or amendment to personal information.

If you are considered suitable to form part of a peer/panel team we will need to share a summary of your background and information (point 1. above) with the receiving council. At this point we will extract the information you have provided into a 'pen picture' and share with you for accuracy checking prior to circulation.

Information will be shared electronically using secure measures such as encryption or password protection. The receiving Council will be instructed to restrict further processing other than for the intended purpose and to delete all versions once a decision has been taken.

If you no longer wish to participate in the peer programme, you can terminate your agreement at any time, and we **will permanently delete your details from the electronic register.** If you have participated in peer challenges or panel performance assessments, your details (name, job title and employer) will be published within final reports. Similarly, if you have undertaken any targeted peer work, this will continue to be held and may be available within the public domain.

Personal information, as outlined in point 2. above, will only be used for monitoring purposes. Any reporting will be collective management information to protect the identity of individuals.

Access to your personal information

You can request a copy of the information we hold by submitting a request under the General Data Protection Regulation and Data Protections Act 2018 (as amended). To make a request, please contact:

Improvement Team
WLGA
One Canal Parade
Cardiff

CF10 5BF

Email: Emily.griffiths@wlga.gov.uk

Your rights

You have the right to be informed about the collection and use of your personal information.

You have the right to access your information and can exercise this right as outlined above.

You have the right to rectification, if you think the personal information we hold is inaccurate.

You have the right to erasure in some aspects of our data processing, e.g. if you wish to withdraw from the peer programme or if you no longer want us to hold equalities and diversity data. It should be noted that where you have participated in a panel/peer challenge or undertaken targeted work with a Council, your name, job title and employer details will have been circulated more widely and are likely to exist within the public domain – acceptance of this processing is part of the peer programme contract.

You have the right not to be subject to automated decision-making and profiling.

Complaints or Queries

The WLGA endeavours to meet the highest standards when collecting and using personal information and take any queries or complaints we receive very seriously. We encourage individuals to bring any queries to the attention of the Improvement Team in the first instance as we should be able to resolve promptly.

If you remain dissatisfied and wish to complain, you may contact our Data Protection Officer:

Data Protection Officer

WLGA

One Canal Parade

Cardiff

CF10 5BF

Or email: dataprotection@wlga.gov.uk

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Email case.worker@ico.org.uk Telephone No: 0303 123 1113