

Privacy Notice: Preparing for Adulthood Transition Roadshow

The Roadshow is for parents, carers and professionals who support a young person with additional needs. It is a drop-in event with a wide range of information and advice about services that are available to help young people prepare for adulthood.

The Roadshow is an annual event and relies on a mailing list to invite relevant people to future events.

As part of the sign in process, Swindon Borough Council collects and processes personal data relating to all those who attend the Roadshow. The Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What is a privacy notice?

A 'privacy notice' is a statement issued by an organisation which explains how personal and confidential data about individuals is collected, used and shared.

What personal data do we collect?

Swindon Borough Council collects a range of personal data about you when you sign in to the Roadshow.

This includes:

- Name
- Email address
- Whether you are a parent carer, carer, a professional or a young person
- If a professional, the organisation you work for

Why does Swindon Borough Council process personal data?

The Council collects the above data so that it can invite you to future events.

Where does Swindon Borough Council keep your personal data?

We will securely store your personal data within the Council's IT network. Any paper-based documentation will be destroyed after the event and when details have been processed.

How long does Swindon Borough Council keep personal data?

We will keep your data for as long as the Roadshows keep running, or until you ask us to delete it.

If you decide that your data is to be removed from the system please contact the Council's Data Protection Officer dataprotection@swindon.gov.uk

Who has access to data?

The Roadshow Team has access to the data and will not share your data with third parties.

How does Swindon Borough Council protect personal data?

We take the security of your personal data seriously. We have internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Your rights

You have a number of rights. You can:

- access and obtain a copy of your data on request (Subject Access Request);
- require the Council to change incorrect or incomplete data;
- require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Council is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Council's Data Protection Officer dataprotection@swindon.gov.uk

If you believe that the Council has not complied with your data protection rights, you can complain to the Information Commissioner – www.ico.org.uk

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Swindon Borough Council during the sign in process. However, if you do not provide the data, we will not be able to invite you to future Roadshow events.

How will Swindon Borough Council ensure compliance?

The Council will carry out a yearly audit on data held to ensure that we remain legally compliant in accordance with current data protection legislation.

Your consent and data will be collected when you sign in to the Preparing for Adulthood Transition Roadshow.