**Privacy Notice for South Norfolk Council and Broadland District Council’s Mindful Towns and Villages Project – Youth Provision**

**What this document is for**

This privacy notice provides details on how we, Broadland District Council and South Norfolk Council (“the councils”), use your personal information for the purposes of administering the training.

By ‘use’ we mean the various ways it may be processed, including storing and sharing the information.

The Councils are what is known as the ‘Data Controller’ for your data, and act as independent, sole data controllers. The Data Controller is determined by the District Council that covers the town or village the training is being held in, and where the organisation is based.

**Further details**

We also provide the following details in our general privacy notice on our websites (please follow relevant link below to access these)

* Your rights under the UK General Data Protection Regulation (the UK GDPR) and how to exercise them;
* How to make a complaint; and
* How to contact the regulator, the Information Commissioner’s Office

[South Norfolk Council](https://www.south-norfolk.gov.uk/about-us/data-protection) [Broadland District Council](https://www.broadland.gov.uk/downloads/download/528/data_protection_and_gdpr)

**What we use your information for**

The Councils will use your information to communicate details about the training, and to provide ongoing support. This is achieved in the following ways:

**If you are the training host:**

* Administer your details, collected via recommendations from external and internal organisations, and publicly available information, to:
  + Inform you of the opportunity to host a course
  + Communicate the ongoing logistics of hosting a course
  + Send information and resources for you to circulate to the young people within your organisation
  + Share promotional materials (e.g. window stickers) to use in your group or organisation
  + Provide ongoing support via email for you to circulate to the young people in your organisation
  + Communicate the opportunity to attend networking meetings/events.

**If you are an attendee:**

* Administer your details, collected on the day from the host, to:
  + Complete the register
  + Adapt to your learning support needs
  + Provide you with a certificate

**What personal data we collect and use about you**

We will collect and use the following information in relation to yourself:

**If you are the training host:**

* Contact Information - this could include your full name, organisation address, email address, and telephone number(s)
* Information on your position within the organisation/community group that you are associated with
* The town/village and district you are from
* Details of training hosted (to include the type of training, and the date and venue of the training)

**If you are an attendee:**

* Your full name
* Learning support requirements
* Allergies

**Who provides this information and how we share data**

**If you are the training host:**

We receive most of this information from recommendations, either internally within the council, or externally from other providers of young adult provisions, or from publicly available information, but we may collect further details from you via email.

We will deliver this training alongside partner facilitators (external organisations) who we will share relevant data with to effectively deliver the training. They will become data processors and process personal data in line with the controller’s instructions (the Councils).

Your name and email address will be added to our email marketing platform to provide after course support and resources. The software used is Mailchimp. Mailchimp will act as a data processor of your information and implement strict privacy protections to abide by UK GDPR. If you wish to unsubscribe from receiving these support emails, you can use the link at the bottom of all emails or email [communities@southnorfolkandbroadland.gov.uk](mailto:communities@southnorfolkandbroadland.gov.uk)

**If you are an attendee:**

We will receive your details from the host on the day of the training Your details will be used to report back to the host about your attendance.

We will deliver this training alongside partner facilitators (external organisations) who we will share relevant data with to effectively deliver the training. They will become data processors and process personal data in line with the controller’s instructions (the Councils).

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

We have legal grounds under the UK GDPR to process this information under legitimate interest.

**How long will we keep your personal information for**

**If you are the training host:**

Your information will be held securely by us until you no longer wish to be associated with the project. If you wish for us to remove your details, you can inform us in writing by emailing [communities@southnorfolkandbroadland.gov.uk](mailto:communities@southnorfolkandbroadland.gov.uk), at which point all information stored will be deleted.

**If you are an attendee:**

Once the course is complete, all written personal data will be destroyed, and attendance data will be anonymised.

**How we keep your information**

**If you are the training host:**

The information is stored electronically, on the Council’s network, including record management systems.

**If you are an attendee:**

We will use the paper register to support you on the day of attendance. After the training is finished, no personal information is stored in any format.

**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 in February 2025.