

Waltham Forest Employability Service - Privacy Notice 2025/26

This privacy notice explains how Waltham Forest Jobs collects, uses and protects your personal data.

Who is responsible for your data?

Waltham Forest Jobs is managed by Waltham Forest Council, which acts as the data controller for any personal information collected through this service. This means that Waltham Forest Council is responsible for ensuring your data is handled securely and in accordance with data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

What data do we collect?

We may collect the following categories of data from you:

- Personal details (name, email, phone number, address)
- Employment history and qualifications
- Equal opportunities monitoring information
- Any other details you provide when using our services

Why do we collect your data?

We collect your data to:

- Provide job-seeking support and employment services
- Assess your eligibility for job opportunities
- Improve our service through statistical analysis

What is our legal basis for processing your data?

We rely on the following legal bases to process your data:

- Your consent when you provide us with your details
- Compliance with legal obligations
- Performance of a contract (where applicable)

Who do we share your data with?

We may share your data with:

- Employers and training providers where relevant to job applications
- Partner organisations that support employment services
- Government agencies where legally required

How long do we keep your data?

The length of time we retain your personal data is determined by the funding body and varies depending on the programme. When you agree to join a programme, the specific data retention period will be outlined in the user agreement documentation. After this period, your data will be securely deleted.

Your rights under data protection law

You have the right to:

- Access the data we hold about you
- Request correction or deletion of your data
- Withdraw consent for data processing where applicable

How to contact us

If you have questions regarding how the Waltham Forest Employability Service uses your personal data or if you wish to access your personal information, you can contact us via:

Post: Employability Team, Queens Road Learning Centre, 97 Queens Road
Walthamstow, London, E17 8QR

Email: opportunitiesteam@walthamforest.gov.uk

Telephone: 020 8496 2974

Further Information

For any further concerns, you may also contact the [Information Commissioner's Office \(ICO\)](#)