

# Green Port Hull Employment and Skills

Green Port Hull which is supported by the Green Port Growth Programme and delivered by Hull City Council and East Riding of Yorkshire Council. We provide employment programmes and opportunities to residents of Hull and East Yorkshire.

In the course of our work we collect personal information from candidates; the data controller for this information is Hull City Council.

We process information about -

- candidates for training and support
- employees of companies working with candidates

The types of information we hold includes -

- name, addresses and contact information
- qualifications and skills information
- placement details, job roles, accreditations and professional activities
- wage and salary details
- equal opportunities monitoring data, age, gender, ethnicity, disability status.

We receive information from -

- candidates
- training provider - Unity
- local businesses providing opportunities and employment
- JobCentre Plus
- employment & skills providers, including CatZero, Novus, Hull Training

We share personal information with -

- training provider – Unity
- JobCentre Plus
- East Riding of Yorkshire Council

East Riding of Yorkshire Council (ERYC) is the accountable body for the Green Port Employment & Skills strand. We provide information to ERYC to allow them to meet the requirements of the funding body which is the Department of Communities and Local Government.

Information is processed in order to deliver employment support and job opportunities to candidates. This processing is undertaken on the basis of Article 6(1) (e) of the GDPR for the delivery of our public tasks as a local authority. Special category data is processed on the basis of Article 9(2) (g) the processing is necessary for reasons of substantial public interest to ensure equality of opportunity for all residents.

The terms and conditions of the Green Port Growth Programme require that documents and electronic information relating to the delivery of the Programme must be retained until December 2030.

Where candidates are successful in gaining a place on the programme we will retain their information until December 2030.

Where candidates do not gain a place on the programme the records will be retained for up to 6 months and then securely destroyed.

Individuals may request the deletion of their data that is held by the Programme; however such requests will be dealt with on a case-by-case basis. Where the individual has been a recipient of funding from the Programme details must be retained until the Programme concludes. In all cases the Local Authority will comply with UK law and balance this with the requirements of funding bodies.

If you would like to enquire about how your personal information is processed, would like to request a copy or wish to complain please contact –

Hull City Council

Data Protection Officer

Room 11

The Guildhall

HULL

HU1 2AA

Telephone – (01482) 300300

Email – [information@hullcc.gov.uk](mailto:information@hullcc.gov.uk)

You also have the right to complain to the regulator –

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

[Visit The Information Commissioner's Office website](#)