

Southwark Digital Skills Assessment Tool

Privacy Notice

This privacy notice tells you what to expect when we process your personal information when using the Southwark Digital Skills Assessment Tool.

This tool is an online questionnaire created by Southwark Council in consultation with local partners including colleges, employment support services and community organisations. The purpose of the tool is to allow residents to assess their digital skills and to provide us with data to understand the digital skills gap and potential training requirements for Southwark residents.

If you have any questions about this privacy notice please contact

Local Economy Team
Southwark Council
localeconomy@southwark.gov.uk

You can read the Southwark Council corporate privacy notice [here](#)

What type of information we collect

We will collect your responses to questions about digital skills. The Southwark Digital Skills Assessment Tool can be completed anonymously.

If you would like to receive a copy of your results, you can choose this option, which means that **we will collect personal information about you, such as your name and email address**.

If you complete optional questions on the About You page, such as gender or ethnicity, this information will be collected in an anonymous format.

How we get the information and why we have it

The personal information we will process is provided directly by you.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is **your consent**. You are able to remove your consent at any time by contacting our Data Protection Officer by email or phone at DPO@southwark.gov.uk or 020 75525 5000.

What we do with the information we have

We use the information that you have given us to:

- Send you a copy of your results by email
- Analyse responses to better understand digital skills needs

- Analyse trends based on anonymised personal information such as gender or ethnicity

If you tell us on the form that you are taking this questionnaire at a partner organisation, the information you provide will be shared automatically with that organisation.

The partner organisations are currently:

- Morley College
- Southwark Adult and Community Learning

The partner organisation may use your information to:

- Analyse responses to better understand skills need
- Advise which training courses or other support may be suitable for you

The information you provide on the form may also be shared with the other partner organisations to provide you with essential digital skills support.

How we store your information

We will store the responses to the questions about digital skills securely and then they will be deleted in line with our data retention policy.

If you provide personal information, this will be securely stored. We will keep this information for six months and then dispose of it securely in line with our online form data retention policy.

If you provide personal information, this will be stored separately from the data used for analysis.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request, please contact our Data Protection Officer:

DPO@southwark.gov.uk

Southwark Council, 160 Tooley Street, London SE1 2QH
020 75525 5000

How to complain

If you are unhappy with how we have used your data you can complain to the ICO.

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
0303 123 1113