



WORC Privacy Policy

Our WORC Privacy Policy will tell you our obligations to you, when we collect your personal information, this includes how we will process and use your information as well as how we will ensure that your information is kept secure and your privacy is maintained. This Policy will explain, how long we retain your personal information as well as your rights and responsibilities to ensure you inform us of changes to your personal information.

We require your consent to process, store and share your Personal Information. By registering on our Portal, you are giving us your consent.

When we request your Personal Information, we will:

- make sure you know why we need it
- only process the personal information with your consent. Alternatively, we will do so, as required to by law, because it is the function of WORC to do so, or because it is in the public interest and where this is the case we do not need your consent.
- make sure nobody has access to it who should not
- keep it secure
- only share across our Government departments and Agencies
- ask you to agree to us sharing your information where you have a choice
- only keep it for as long as we need to
- not make it is available for commercial use (such as marketing) without your permission

If we ask you for Personal Information, you need to:

- give us accurate information
- inform us as soon as possible about any changes to your Personal Information

This helps us to:

- keep your information accurate and up to date
- provide the best possible service

If you deliberately provide us with inaccurate information or failed to inform us of changes to your information, you may be prosecuted or may be subject to other sanctions.

Data protection principles:

We will always comply with the applicable data protection law. This says that the personal information we hold about you must be:

1. used lawfully, fairly and in a transparent way
2. collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
3. relevant to the purposes we have told you about and limited only to those purposes
4. accurate and kept up to date
5. kept only as long as necessary for the purposes we have told you about
6. kept securely

What forms WORC uses Personal Information for:

1. Your Personal Information held on Paper documents
2. Your Personal Information held on Electronic documents
3. Notes from In-Person Contact
4. Notes from Telephone Contact

Why does WORC Collect for:

1. Identifying employment opportunities
2. Identifying training and education opportunities
3. our public statistical reporting
4. our internal reporting
5. prevention and detection of fraud, and protecting public funds
6. sharing internally with other Government departments or Agencies

Types of data that WORC processes Personal Information which may include:

1. personal details, such as first name, surname, date of birth, marital status
2. financial details
3. employment and education details
4. education and training details
5. photographic images

WORC also processes sensitive Personal Information that may include:

1. physical or mental health details
2. racial or ethnic origin
3. religious or other beliefs of a similar nature
4. biometric data
5. offences including alleged offences
6. criminal proceedings, outcomes and sentences

WORC processes information received from Persons:

1. Must be over 18 years of age
2. Caymanian citizens
3. Non-Cayman citizens
4. Work Permit Holders
5. People who live in the customer's or claimant's household
6. Children, Partners, Spouse

How WORC will share information about you:

WORC may share information with and get it from other organisations such as:

- other Government departments
- Authorities
- employers and potential employers
- private-sector bodies, such as banks and organisations that may lend you money
- charitable and welfare organisations
- companies delivering work programmes

We do this for a number of reasons, including to:

- check the accuracy of information
- help people get or stay in work
- help people get education and training to improve their chances of getting work
- prevent or detect crime
- protect public funds
- use for research or statistical purposes

How long WORC keeps your data:

WORC will process personal data because we are required to by law, because it is the function of WORC to do so, or because it is in the public interest. Where this is the case, we do not need your consent.

Processing data offshore:

The data for most of WORC's own systems is processed within the Cayman Islands. Whenever any WORC data is processed outside of the Cayman Islands, we always ensure that the data is just as safe as it would be if the processing was in the UK.

Keeping your information safe:

Our Government prioritises the security and privacy of your Personal and Sensitive Personal Information. We have strict security standards, and all our staff get regular training about how to keep information safe.

We will inform you, in the unlikely event, that your data has been breached.

Data controller information:

The WORC Department is the data controller.

Where WORC uses contractors to deliver services they are acting as WORC's data processor, and WORC and our data processors share responsibility for how your data is handled.

WORC also works closely with other government data controllers, especially where functions are linked or complement each other.

Your rights when WORC uses your information:

Right to Request A Copy of Data Held on You

You have the right to request and receive a copy of the data that we hold about you. WORC does not charge for this. WORC will process your request within 21 days of receipt of a formal request in writing.

Right to Correction

You have the right to have inaccurate personal data corrected. Let us know if your circumstances change and we will ensure your data is updated. This can be information such as your address, when you start work, when you leave a place of employment.

Right to be Forgotten

This is the right to have personal data erased, also known as the 'right to be forgotten'. You do not have the right to request that your data is erased. Your data will be retained by WORC because it is required to by law, or because it is the function of WORC to do so, or because it is in the public interest.

Right to restrict processing

You can request that we restrict the processing of data, however we can refuse to comply if your request is unfounded or excessive, or repetitive in nature but we will justify the decision to you and will inform you of any decision that has been made.

Right to object

The right to object dictates that you have a right to object to the processing of your personal data, specifically if the data is:

- a task carried out in the public interest
- the exercise of official authority or legitimate interest

How to exercise your rights

You can request a copy of the information WORC holds about you.

To exercise or ask about any of your other rights, complete the WORC Data Controller.

You also have the right to complain to the **Ombudsman's office**, if you are concerned about how WORC is processing your data. If you are going to do this, we would ask you to give WORC the chance to try and put it right or address your concerns first, by contacting our WORC Data Controller.

Changes to this policy

This Privacy Policy was published on 28 August 2019

We will communicate changes to our Privacy Policy via our WORC website