

Children's Services  
County Hall  
Matlock  
Derbyshire  
DE4 3AG

Telephone 01629 533190  
Ext 32796  
E Mail [Earlyyears.training@derbyshire.gov.uk](mailto:Earlyyears.training@derbyshire.gov.uk)  
Ask for Ursula Lunn  
Your Ref GDPR/New Form  
Date 17<sup>th</sup> July 2018

Dear Colleague

I am writing to you in respect of changes to the way we process, protect and store your personal information and how it affects the way in which we contact you in the future.

You will be aware the Data Protection Act 1998 has been added to by the Data Protection Act 2018 reflecting new European legislation called the General Data Protection Regulation (GDPR). For more information on how Derbyshire County Council uses data we hold about you, how long we keep it and your rights relating to it, e.g. to have it corrected, erased, restricted, transferred or to see your data, please go to our website at [www.derbyshire.gov.uk/gdpr](http://www.derbyshire.gov.uk/gdpr)

If you would like to contact Derbyshire County Council's Data Protection Officer please telephone Simon Hobbs on 01629 538306 or email [GDPR@derbyshire.gov.uk](mailto:GDPR@derbyshire.gov.uk). You have the right to contact the Information Commissioner's Office if you have any concerns about how Derbyshire County Council handle your data.

To ensure we hold the correct information about you, and your preference of how you wish to be communicated with by the Integrated Workforce Development Team, we have updated our form for you to complete in full and return to us as soon as possible. If you have already completed a new form after 1<sup>st</sup> July 2018 you don't need to complete another one. Please be aware if your form is not received by **31st December 2018**, your record will be archived in line with Derbyshire County Council's safeguarding responsibilities.

We will still be sending you information about training as this is a statutory obligation of the Local Authority. However, we will be changing the marketing process within the Early Years section of the website and also new style of newsletter, but if you no longer wish to receive the information you will have the opportunity to unsubscribe.

Yours sincerely



Claire Austin  
Integrated Workforce Development Team Manager