



## How we use your information

We keep information to help us keep you up-to-date about your course bookings, and to build your training history. We do not share your contact details with anybody else.

Your training information may also be available to your line manager on-line through their account or via reports they may request from us. You should ask them about this if you want more information.

When you create a web account, we also ask you to tell us about your age, gender, sexual orientation, marital status, ethnicity, religion and whether you consider you are disabled. You can choose to answer “prefer not to answer” if you do not wish to disclose these details. We use this information to help us understand how well we do in providing training across all the different groups of people who wish to attend our courses. We do not use it or share it in any other way.

## Cookies

Our website does not use cookies but other sites linked to ours may do so. You will need to read any privacy information on those websites to find out how they collect and use information.

Information about City of York Council’s [cookies policy](https://www.york.gov.uk/cookies_policy) can be found at [https://www.york.gov.uk/cookies\\_policy](https://www.york.gov.uk/cookies_policy)

## Freedom of Information

As part of the City of York Council, the WDU is required to [respond to Freedom of Information requests](#). You can find out more about how we do this at

[https://www.york.gov.uk/info/20219/freedom\\_of\\_information/1570/make\\_a\\_freedom\\_of\\_information\\_request](https://www.york.gov.uk/info/20219/freedom_of_information/1570/make_a_freedom_of_information_request)



## **Find out more**

You are entitled to [request copies of any information that we hold about you](#) and you can do this by making a Subject Access Request in writing.

More information is on the City of York Council's website at [https://www.york.gov.uk/info/20168/information\\_management/581/request\\_for\\_your\\_personal\\_data](https://www.york.gov.uk/info/20168/information_management/581/request_for_your_personal_data)

## **How to contact us**

If you have any questions about how we use your information you can contact us by post, telephone or email.

Workforce Development Unit  
City of York Council  
West Offices, Station Rise, York YO1 6GA

Tel: 01904 553017

Email: [wdu@york.gov.uk](mailto:wdu@york.gov.uk)