



# Your Data... Your Rights.

## Action Towards Inclusion and The General Data Protection Regulations

### Who is this privacy notice from?

Your Consortium Ltd (YCL), responsible for managing a network of partner organisations who deliver the Action Towards Inclusion programme. Action Towards Inclusion is part of the national Building Better Opportunities Programme. The programme is co-funded by the European Social Fund and the National Lottery Community Fund.

### What is this privacy notice about?

The privacy notice explains how any personal data collected from you will be used. Your Consortium Ltd needs to collect personal data to:

- Check your eligibility to participate in the programme
- Support our partners in delivering a service to you
- Understand your progress
- Monitor the overall progress of the programme

The Funders also need personal data about you to make sure their money is being spent for the purposes intended and in a useful way.

### What personal data do we hold about you?

- Contact details (first name, surname, address, postcode, email address, phone number)
- Personal details (NI number, date of birth, gender, if considered to have a disability or limiting health condition, ethnicity, religion, carer, benefits, living arrangements)
- Eligibility information
- Documentation evidencing your right to work (e.g. passport, birth certificate, immigration documentation)
- Documentation evidencing your employment status (e.g. JCP/DWP letters, UC information, third party referrals or self-declaration statements)
- Information about your economic status
- Prior attainment level (qualification levels held)
- Household situation (e.g. homelessness, jobless household, dependent children etc).
- Other personal information including whether you are an ex-offender, have a disability or limiting health condition, alcohol and drug dependency and mental health
- Information about your current situation and any barriers you are facing, about your skills and abilities and about your goals and aspirations for the project
- Activities undertaken as part of the programme. This includes notes of mentoring meetings with your keyworker, attendance records and any interventions you may access
- Questionnaires about your participation in the project e.g. around skills, finances, work experience, self-confidence health and well-being (including WEMWBS)
- Information about your progression from the project into work, education, training or job-search
- Evaluation information about your experience of the project

### Where do we obtain your personal data from?

Your keyworker or intervention partner will collect information directly from you. They will update records of meetings and activities with information you provide and they will ask you about what you are doing when you leave.



## What is the legal basis for YCL collecting and processing your data?

YCL is contractually obliged to collect this data under the terms of the Action Towards Inclusion programme. Some additional data requires your consent, and this is provided on the forms.

## Will the data be transferred to any other organisation?

YCL may share or disclose personal data to provide its services. When YCL shares your personal data, it does so in line with data privacy and security requirements. Sharing information enables us to better understand your needs and manage the service provided to you. If you want any more information from any of the recipients or to use any rights regarding the information they hold, please contact YCL using the details at the end of this notice.

YCL may share your personal data with:

- Delivery partners to help them provide a service to you.
- The National Lottery Community Fund and the Department of Work and Pensions (the “Managing Authority” for the programme) for monitoring purposes.
- If your keyworker makes a referral for an intervention on the programme they will need to let the intervention organisation have appropriate data about you e.g. contact details and your progress on the programme. They will not share all of your data.
- Third-parties when they need it to fulfil their services. Their services include software, systems, IT support, auditors and cloud hosting services. They are not allowed to use or share your personal data for any other reason than to provide their service. YCL ensures third parties we use have adequate security in place.

## How long does YCL keep your data?

YCL need to keep your data for at least 10 years after the end of the project to meet audit requirements.

## Keeping your data safe

Your information is held on hard copy by your keyworker until you complete the project. At this point, hard copies are sent securely to YCL to store. Your information is also transferred securely to YCL and stored electronically on secure servers within the UK. YCL check our suppliers adhere to good data protection practise and work with delivery partners to make sure they exercise best practice in data protection. They are required to sign up to a data agreement in respect of the ATI project. You can contact us using the details at the end of this notice if you want more information about how we protect your personal data.

## Your Rights

**Access** – you can request access to the information we hold about you.

**Correction** – you can ask us to correct or complete data we hold about you.

**Remove** – you can ask us to remove data we hold about you that we do not need for legal or contractual reasons.

**Portability** – you can request a copy of all the data we hold on you in a form that can be transferred to other organisations.

In addition you have the right to:

**Restrict Processing** – you can stop us from processing your data in certain circumstances.

**Object** – you can object to us using your data for certain forms of processing e.g. marketing.

*NB – Due to the contractual requirement to process data on ATI, these last two situations may not apply.*

Your Consortium will not sell your data or use it for marketing purposes. If we would like to use your data for any other purpose, we will contact you to request consent before we do.

## How to contact us:

Through your Keyworker

Visit: Your Consortium, Chain Lane Community Hub, Chain Lane, Knaresborough HG5 0AS

Telephone: 01423 795300 and speak to a member of the ATI team.

By email: [ati@yourconsortium.org](mailto:ati@yourconsortium.org)