

Privacy Notice for Thrive: Suffolk Wide Skills and Employment Service Potential, Current and Past Participants

Summary

We need to provide you with the following Privacy Notice to tell you who has access to your information, how and why we use your personal information, what information we use, the purpose and your rights in relation to the data we hold.

The privacy notice is set out in a particular way to cover off all of these points.

Suffolk New College lead the Thrive partnership of organisations to support people to move into or towards employment, education or training. All of the information that any Thrive partner will collect from you or about you (which is listed below in the detail), will be used to support you. It may be shared with our Thrive partners in order to continue that support with you. Some data will be shared with the local authorities who have used their UK Shared Prosperity Funding from Government in order to demonstrate the support provided to you. Information may also be provided to Government departments, their evaluators or auditors if requested. If you are 16 or 17, some data will be shared with Suffolk County Council so that they can track your progress as part of their statutory duty.

If we refer you to any other organisation outside of the Thrive Partnership, we will only do so with your permission and only share the minimum information in order to do so (name, contact information, reason for referral).

Privacy Notice

How we use your personal information

The Thrive: Suffolk Wide Skills and Employment Service (Thrive) is a UKSPF (UK Shared Prosperity Fund) project led by Suffolk New College with Access Community Trust, Anglia Care Trust, Inspire Suffolk, Lofty Heights, East Coast College and West Suffolk College.

Suffolk County Council is the data controller in respect of information processed which relates to participation in the UK Shared Prosperity Fund and also in relation to data provided in relation to 16 and 17 year olds under Article 6 (1) (e) Public Task.

East Suffolk College, Ipswich Borough Council, Babergh and Mid Suffolk District Council and West Suffolk Council are the consortium of districts in receipt of the of UKSPF funding which is funding the Thrive project.

Suffolk New College, Access Community Trust, Anglia Care Trust, Inspire Suffolk, Lofty Heights, East Coast College and West Suffolk college are the data controllers in respect of information processed which relates to participants in the Thrive project funded by the UKSPF.

Suffolk New College, Access Community Trust, Anglia Care Trust, Inspire Suffolk, Lofty Heights, East Coast College and West Suffolk college are the data controllers in respect of any other personal information it holds about you.

Suffolk New College is the lead partner and its Data Protection Officer is Mary Gleave. If you have any questions about this notice or the ways in which Suffolk New College or any partner uses your personal information, please contact our Data Protection Officer at Rope Walk, Ipswich, IP4 1LT (email?)

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018. This notice sets out how we use your personal information and in particular:

- the information that you give us;
- the uses made of your personal information;
- the purposes of the data processing;
- the legal basis on which we collect and use your personal information;
- how long we keep your personal information;
- how we share your personal information;
- your rights over your personal information; and
- changes to our privacy policy

The information that you give us

We will collect personal information from you when you register as a participant of the Thrive project.

This will include your:

- name
- gender
- address
- date of birth
- phone number
- email addresses
- NI number

- start date
- employment status
- In receipt of benefits
- Additional needs
- Current situation and desired outcome
- Destination/outcome of support

The uses made of your personal information

We will use your personal information to manage and administer your involvement in the Thrive project as follows:

- for undertaking an initial triage including eligibility checks
- providing support for you to progress in line with your action plan
- communicating with you, including making appointments
- contacting you about your progress
- monitoring your progress whilst engaged with the project.
- Providing evidence and reports to Suffolk County Council on the outcomes of engagement with the project
- Referring you to other support organisations (within the Thrive project and outside) with your agreement

We treat your personal information with confidentiality and we do not use it for any other purposes.

The purposes of the data processing

The purpose of the data processing will be to support you through the Thrive project and to monitor and report on the outcomes from the support provided.

The lawful basis for the processing

Generally, the information is processed as part of the Suffolk County Council's, the consortium of districts' and Suffolk New College's public interest task – article 6(10 (e)). Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

How long we keep your personal information and the retention periods for the personal data

All personal data held by Suffolk New College, Access Community Trust, Anglia Care Trust, Inspire Suffolk, Lofty Heights, East Coast College and West Suffolk College along with Suffolk County Council and the consortium of districts will be retained securely during the contract and for a period of 10 years as per the UKSPF requirements.

How we share your personal information

The personal information that you give one partner on Thrive may be shared with the following organisations for the following purposes:

- a) Thrive partner organisations: Suffolk New College, Access Community Trust, Anglia Care Trust, Inspire Suffolk, Lofty Heights, East Coast College and West Suffolk College for the purpose of provision of services and monitoring, reporting and managing delivery of the project.
- b) Suffolk County Council, East Suffolk Council, Ipswich Borough Council, Babergh and Mid Suffolk Council and West Suffolk Council for the purpose of monitoring delivery of the project and the destination of 16/17 year olds in Suffolk.
- c) UK Government for the purpose of monitoring the use of UKSPF funding
- d) Auditors or evaluators in connection with the UKSPF for the purpose of monitoring and evaluating use of UKSPF funding.
- e) With your agreement, third party organisations that are able to offer you support to continue towards your desired outcome (ie other training organisation, Apprenticeships Suffolk, Multiply project).

Your rights over your personal information

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this <https://ico.org.uk/>
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information
- the right to ask us to correct any errors in your personal information
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you

- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

Changes to our privacy policy

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be notified to participants by email and will be displayed on the Suffolk New College Thrive website. This document can be provided in a larger font, electronically or to meet another accessibility requirement on request.