



Privacy Notice for Supported Work Experience 13.07.18

Data Protection Act 1998 and General Data Protection Regulation (GDPR) 2018: How and why we use your information:

We process personal data relating to those taking part in Supported Work Experience at Springboard. This is to create and fulfil a contract, to support you in your role and support you to develop skills, to ensure the smooth running of Springboard, for legal reasons and for monitoring. We must have a legal basis for collecting data from you, and under GDPR there are six lawful bases:

1. Consent: an individual has given clear consent for you to process their personal data for a specific purpose
2. Contract: the processing is necessary for a contract you have with an individual
3. Legal obligation : the processing is necessary for you to comply with the law
4. Vital interests: the processing is necessary to protect someone's life
5. Public interest: the processing is necessary to perform a task in the public interest
6. Legitimate interest: the processing is necessary for legitimate interests

We collect and process your personal data under the following legal bases: Contract, Legal obligation, legitimate interest and consent.

Where we require consent we will provide a way for you to positively make a decision about the data that you make available and you will be able to change your mind at any time. This will include your involvement in promotion and marketing activities.

What personal data is processed and why is it needed?

- Identifiers such as name, date of birth, photo.
- Contact details (Address, phone number, e mail address, next of kin/emergency contact). You will be asked regularly whether contact details are correct.
- Details necessary for contract and invoicing
- Health information, in order to support you.
- Details of how you complete activities/ tasks etc in order to support you to develop skills. This includes a diary and photos.

- Safeguarding children who attend Springboard is of prime importance. We are required to subject all volunteers and staff to an enhanced DBS check and to obtain references. DBS reference numbers are recorded and references kept.

How is your data stored and who accesses it?

Springboard takes your privacy seriously. All personal data will be retained and destroyed according to Springboard's 'Retention, Storage and Security of Documents and Records Procedure', in conjunction with the 'Data Protection Policy'.

Your personal data is stored securely, in paper files and electronically. Managers, your mentor, and those with HR and financial responsibility will have access to these files. Contact details may be accessed by other employees, if necessary.

Your personal data will not be shared with third parties without your consent unless the law allows or requires us to. We are required to share some information with Disclosure and Barring Service (DBS).

Making a 'Subject Access Request'

If you want to see a copy of the information we hold about you, please contact Liz Smith, Springboard Business Manager and Data Controller, 01275 341113
liz@springboardweb.org.uk

I confirm that I have read and understood Springboard Opportunity Group's Privacy Notice for Supported Work Experience

Name:

Signature:

Date:

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