

## **Connect to Work Fair Processing Notice**

This notice is to tell you about why we need your information and how we will handle it. This notice is for Connect to Work

Connect to Work Leicestershire is a DWP-funded supported employment program for disabled people, those with health conditions, or from disadvantaged groups in Leicester, Leicestershire, and Rutland, helping them find and keep jobs through tailored support.

### **What Information do we need from you?**

We need to know the following about you: Name, Address, Date of birth, Gender, Local authority identifiers, education and qualifications, employment history, parental responsibilities, benefit details, attendance and participation to meetings, barriers to work and disadvantaged group indicators.

We may also process the following special category data: medical information, ethnicity.

### **Why do we need this?**

We need this information so that we can provide the service to you.

### **Why are we allowed to process your information?**

Data protection law allows us to process your information within certain conditions. In this case we are using our official authority or performance of a public task as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of substantial public interest and equality monitoring.

### **Who will we share this with?**

Sometimes we need to share your information with others. We will only do this when it is necessary to offer you, or to help us improve our service or if we are required to do so by law. As part of this work we may share your information with: Leicester City Council and Rutland County Council, District and Borough Councils in the area and the Department for Work and Pensions.

### **How will we keep it secure?**

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

### **How long will we keep it for?**

We will only keep this information for as long as necessary or as the law requires. Retention requirements for this service will be six years after you have completed using the service.

## **What if something changes?**

If the information you provided changes or your circumstances change, please contact [connecttowork@leics.gov.uk](mailto:connecttowork@leics.gov.uk). If we need to change something like who we want to share this information with, we will contact you to let you know.

## **What are your rights?**

You may request to see a copy of the personal information we hold about you. The law also provides you with other rights regarding your information including; correction of inaccurate data, objection to processing, moving your information to somewhere else, and in some cases, getting your information deleted.

If you are unhappy with the way your data is being handled or if you need to contact Leicestershire County Council's Data Protection Officer, please contact the Information Governance Team: [informationgovernance@leics.gov.uk](mailto:informationgovernance@leics.gov.uk)

If you are not satisfied with any response you may receive from us based on a complaint or concern about your personal information, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office does like to see that you have raised a complaint with the Council first and received a response before contacting them. If you do wish to contact them, the address details can be found below:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Website: [www.ico.org.uk](http://www.ico.org.uk)

\*\*\*