

Who We Are

Inspired to Achieve (I2A) is an organisation specialised in the provision of information and advisory services designed to support people into education, training and employment. I2A works in partnership with organisations that provide the funding for the delivery of this service.

Why We Collect Your Personal Information – The Purpose

Your housing provider, Yarlington Housing Group (YHG), is one of our funders, and as part of our contract with them we need to collect from you the kinds of personal information listed in the Privacy Notice (attached to this consent form). Having this information will allow us:

1. to offer you the kind and quality of service which best meets your needs and aspirations for gaining future employment ; and
2. to demonstrate to our funders that we are meeting their standards and targets for the delivery of this service

What Role Do We Play

As well as providing you with guidance and advice, we are also Data Processors. This means that we collect, use and store personal information under instruction from the Data Controller, YHG. They decide how we use this information and ensure that we abide by their policies and procedures for the fair and lawful use of personal data under the General Data Protection Regulation and the Data Protection Act 2018 (Data Protection Law).

Sensitive Information

All of your personal information is very important to us and we take all reasonably necessary steps to keep it safe and secure. Some of the information we will ask you for is particularly sensitive in nature (e.g. past criminal convictions and health conditions) and it is entirely up to you whether you provide us with this information or not. In fact we can only collect this kind of information from you if we actually need to have it in order to provide this service **and** if you are prepared to give us your consent to collecting and using the information for the reasons set out in this form and in the attached Privacy Notice.

I consent to the processing by I2A, on behalf of YHG, of my personal information, as described above and in the Privacy Notice attached. This consent extends to the sensitive information that I may provide to I2A as part of the service.

Name (printed)	
Signature	
Date	

This consent can be withdrawn at any time by contacting us at employment.team@yhg.co.uk

Who We May Share Your Information With

Because YHG are our Data Controllers, they are entitled to see personal information which we collect from you on their behalf. This allows them to understand how their funding is used to benefit their tenants.

Apart from this, the only other sharing of your personal information may occur:

- in rare circumstances when we are compelled to do so by law or because we are under a safeguarding duty.
- when we recommend that you get additional support from other agencies and after you have given us your express consent to this sharing (using a different form to this one), which can be withdrawn at any time by contacting us at employment.team@yhg.co.uk

Promotion of our service

We would like to take photographs or videos of participants which will then be used for displays, in publications we produce or on our website, which can be accessed worldwide, via our website (inspired2achieve.net), to promote our services. In order to comply with the Data Protection Law we require your permission for taking and using the photographs and video footage in the manner described above

I consent for photographs or videos to be used for i2a displays, publications and on the website.

Name (printed)	
Signature	
Date	

Your Privacy

Yarlington Housing Group (Yarlington) and Inspired to Achieve (i2a) are committed to protecting your privacy and take their responsibilities regarding the security of your information very seriously. This Privacy Notice sets out how we will use and protect all information we collect from you in accordance with Data Protection Legislation. This notice applies to all current, former and potential customers who access or provide our services. This privacy statement explains how we use information about you and how we protect your privacy. We process your personal information in accordance with relevant Data Protection and privacy laws because processing is necessary for one or more of the following reasons:

- to fulfil our contractual commitments with you e.g. helping our customers to move into employment;
- because there is a legal obligation upon us;
- it is in our legitimate interests to help Yarlington customers expand their earning potential so that they are able to meet their rent payments;
- to protect the vital interests of you or another person in an emergency.

We also gain your consent to process and share your personal information, including sensitive personal information, through the completion of a consent form which provides you with a way to withdraw that consent at any time.

Initial contact and information will not be processed unless you engage and work with our service.

Who we are

When we say 'we' or 'us' in this policy we're generally referring to Yarlington Housing Group (Yarlington) as the Data Controller and Inspired to Achieve (i2a) as the Data Processor.

What sorts of information do we collect and hold and why

I2a only collects and processes a range of data that is necessary to supply the services under our contracts with you.

This includes:

- Name, address, telephone number, email address and date of birth
- Employment details and state benefit entitlements
- Other agencies involved with you
- Responses to surveys
- Photos/videos (where consent has been given)
- Training and educational needs
- Physical or mental health details
- Criminal convictions

How do we use your information?

We process personal information to enable us to provide you with Information, Advice and Guidance to support you into education, training and employment.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research, surveys or statistical purposes in which case we may use this information indefinitely without further notice to you.

Who we might share your information with

In order to effectively carry out our services parts of your information will be shared with the named contractor and we sometimes need to share personal information we process with the individual themselves and also other organisations. Where this is necessary we will comply with all aspects of Data Protection legislation. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. We will not share your information without consent unless allowed to by law.

Where necessary or required we may share information with the below (where appropriate):

- Local authorities
- Benefits departments
- DWP
- Social services
- Support agencies
- Health services
- Police
- Probation services
- Emergency services
- Educators and examining bodies
- Central government
- Survey and research organisations
- Press and the media (with your permission)

How long do we keep your information for?

We will always retain your information in accordance with the law and regulation and never retain your information for longer than is necessary. We aim to delete information relevant to our services within 4 years of its collection.

Information security

I2a takes the security of your data seriously. It has internal policies, controls (electronic, physical and managerial) and procedures in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. These security measures include:

- Limiting access to our building to those we believe are entitled to be there (by the use of key card passes and ID Badges)
- Implementing access controls to our technology and devices, such as firewalls, ID verification, and encryption.
- Never asking for your passwords.
- Maintaining Cyber Essentials Certification.

International Transfers

It may sometimes be necessary to transfer personal information overseas for the purposes set out in this notice. Where this is necessary this may be to countries or territories around the world other than the EU. If we do this your personal information will continue to be subject to appropriate safeguards as set out in Data Protection Legislation.

Links to other websites and use of digital platforms

I2a will sometimes provide you with links to other websites, but these websites are not under our control. We will not be liable to you for any issues arising in connection with their use of your information, the website content or the services offered to you by these websites. Therefore we would advise you to consult the privacy policy and terms and conditions on each website to see how they may process your information.

In addition when using other digital platforms such as Facebook and social networks please remember it is your responsibility to set appropriate settings on your accounts so you are comfortable with how your information is used and shared on them.

Your rights

Access and correction of your personal information

You have the right to a copy of the personal information that we hold about you. This is often called a subject access request (SAR). There are limits to this rights such as where the disclosure of such information would unreasonably impact the data protection rights of a third party.

Before providing personal information to you or another person on your behalf, we may ask for proof of identity and sufficient information about your interactions with us so that we can locate your personal information. If you should wish to make a request this can be emailed to employment@inspiredtoachieve.co.uk.

If any of the personal information we hold about you is inaccurate or out of date, you can request that it be corrected or updated by contacting us employment.team@yhg.co.uk

Right to stop or limit our processing of your data

You have the rights, in certain circumstances, to limit or object to our use of your personal information. Also you have the right to ask us to delete your personal information if there is no longer or lawful reason for us to use it.

Right to data portability

You have the right to receive and reuse your personal information, which you have provided to us, for your own purposes across different services. This applies where the processing is based on your consent or for the performance of a contract and when processing is carried out by automated means.

Consent

In some circumstances your consent is the legal basis for us using your information.

This will be freely given by you for a specific purpose by way of an active step or action, not through inactivity, silence, or pre-ticked boxes. I2a gain your consent to process and share through the completion of a consent form.

You have the right to change your mind at any time and withdraw your consent. The consequence might be that we can't do certain things for you. This can be done through emailing employment.team@yhg.co.uk

Contact us

If you would like to exercise any of these rights or have a question about this policy or the way your personal information is used please contact us by one of the following means:

By Phone: 01935 404075

By email: employment.team@yhg.co.uk

Lodge a Complaint with the Supervisory Authority

You have the right to lodge a complaint to the Information Commissioner's Office (UK's Supervisory Authority) go to www.ico.org.uk or ring 0303 123 1113 to find out more.