

Privacy Notice

This privacy notice describes how we collect and use personal information about you during and after your participation on our Restart Scheme programme (“the programme”) with us, in accordance with the Data Protection Act 2018 (“DPA”). In collecting this information and providing the service to you on behalf of the Department of Work and Pensions (“DWP”), we are acting as a joint data controller with the DWP.

This notice applies to all participants on this programme. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the DPA.

Details of how DWP process your personal data, what they do with it and why are set out in their Personal Information Charter, which is available online at:

<https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter>

Who are we?

We are Reed in Partnership Limited (“RinP”). Our address is Academy Court, 94 Chancery Lane, London, WC2A 1DT. You can contact us by post at the above address or by email at RinP.dataprotection@reed.co.uk.

Any queries about how your personal data is being processed should be made to the RinP directly by using the postal or email address listed at the beginning of this section.

You can also contact the DWP. The contact details for the correct department are available at: <https://www.gov.uk/guidance/request-your-personal-information-from-the-department-for-work-and-pensions>

You are also able to contact DWP in writing at:

Right of Access Requests
Mail Handling Site A
Wolverhampton
WV98 2EF

What personal data do we collect?

The personal data that we collect either directly from yourselves, employers or from the DWP to deliver the programme includes:

1. Identity Data includes names, marital status, title, date of birth, age, nationality, national insurance number and gender.
2. Contact Data includes home address, email address and telephone numbers and contact details for your next of kin or emergency contact/carer.
3. Payment Data includes bank account details to enable us to reimburse costs or if we make payments to you
4. Financial Status Data includes benefits received, information taken from identification documents such as your passport or driving licence, credit status, housing status, any criminal and medical history.
5. Employment & Educational Data includes job title, qualifications, employment status, references, employment ID, employment records and salary.
6. Special Categories of Personal Data includes details about your race or ethnicity, sexual orientation, information about your health
7. Criminal Conviction Data includes information about criminal convictions and offences.
8. Employment information such as start date of job, if you are currently in work, any end dates in employment, number of hours worked weekly, earning per week, your employee number or other unique identifier.

In order to ensure that the information provided is accurate and to evaluate that the service delivered is effective, then employers may be contacted by either RinP or DWP at a later stage so that this may be verified. Your employer or we may ask you to provide consent for such information to be disclosed to us or the DWP.

Third Parties

We may also share your personal data with third party service providers who assist us in carrying out our business activities. These third parties act as our data processors and are bound by strict contractual provisions to only process your personal data under our instructions and for the limited purposes we permit them. These third parties include (but are not limited to) evaluation, research and market research and analysis service providers, and all other outsourced

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service providers (such as communication providers) that assist us in the provision of our services.

We may also share your personal data with courts, tribunals, regulators and other governmental and public authorities (such as the police or tax authorities) to: (i) to comply with legal process, (ii) to comply with applicable law, and (iii) to respond to requests from public and governmental bodies.

We do not share your personal data with any other third parties, apart from where it is necessary to do so in order to deliver the programme as described above, and we will never sell your data. Where your data is stored (electronically or otherwise) it is held securely in the UK and will not be transferred outside the EEA.

Why do we collect this information?

The data we collect from you or from the DWP about you is required in order to deliver the programme and provide you with appropriate support. As it is needed in order to deliver the programme, the legal ground on which we collect and process this information is to perform a task that is within the public interest, as outlined by DWP.

Any data which is collected by RinP which is not prescribed by DWP is collected under the grounds of legitimate interests, as without this information, RinP would be unable to provide you with the service and support you require in order to partake in the programme.

In order to provide you with additional support, we may also ask your consent to share your personal data with a network of organisations. The consent form will provide you with the ability to control the personal data you are prepared to share as well as the organisations you are prepared to share it with. You are able to withdraw your consent at any time.

What do we do with your information?

We only use your personal data to deliver the programme to the standard required by the DWP, for audit purposes and to track the effectiveness of our service delivery.

This includes providing your personal data (including references) and where appropriate, sensitive personal data, to training partners and prospective employers who will use it for providing additional support relating to the programme, processing job applications, or delivering education and training.

It will also be used to confirm your progress on the Programme and your employment status. Your personal data will only be shared with such organisations to the extent that it is necessary to deliver the programme.

With your consent we may also share your personal data with Reed Wellbeing Limited who assist RinP in providing Health and Wellbeing services. Full details of the services

they provide will be provided to you when we obtain consent.

How long do we keep your information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once we are no longer contractually required to keep your data we will securely destroy your personal information in accordance with the Retention Policy referenced above.

Your rights over your information

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. Under certain circumstances you have the right to request that we either delete or restrict the processing of your personal data or can request the transfer of your personal data.

To submit a request by email or post please use the contact information provided above.

Your right to complain

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at www.ico.org.uk/concerns or write to them at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

This notice was last updated on 10th August 2022.