

Privacy Policy

Reed in Partnership Limited works with the Department of Work and Pensions and associated government bodies (the 'DWP') and the European Social Fund (the 'ESF') to deliver the Work and Health Programme ('the Programme').

This privacy policy explains how we use the personal data we receive from you and the DWP/ESF in connection with your participation in the Programme.

We only use your personal data for the purposes permitted by the DWP/ESF in order to deliver the Programme.

What Information do we collect about you?

The Programme is a welfare-to-work provision aimed at providing specialised support to those who are unemployed for more than two years or who have health conditions or disabilities.

As a result the personal data that we use to deliver the Programme includes your name and contact details, national insurance number, benefits status and any barriers to work, details of any dependents, details of any work history, references, qualifications, education, ethnicity and information about your health as well as any criminal records and other information supplied by the DWP/ESF. If we are involved in processing payments to you we may also store bank details.

We only collect this data because it is required to deliver the Programme for the DWP/ESF. It is therefore needed to perform a task that is accrued out in the public interest, which in this case is the provision and management of health and social care systems and services

What do we do with your personal data?

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

This includes providing that 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 is will only be shared with such organisations to the extent that it is necessary to deliver the Programme.

All of this data is also available to the DWP/ESF and we will keep it for as long as we are required to by the DWP/ESF.

The DWP will normally be the Data Controller in connection with how your personal data is processed and details of 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>

Data Sharing and Transfers

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 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.

Access to your information and correction

You have the right to request a copy of the information that we or the DWP hold about you. We want to make sure that your information is accurate and up to date and are very happy to remove or amend any information that you think is inaccurate. You also have the right to request that we either delete or restrict our processing of your personal data and to complain about the processing of your personal data to the Office of the Information Commissioner. Any queries about how your personal data is being processed should be made, in the first instance, to the DWP and is available at

<https://www.gov.uk/government/publications/dwp-request-for-personal-information>

The data and document retention periods can be found at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731515/ESF_Document_Retention_Guidance.pdf

You are also able to contact DWP in writing at:

Right Of Access Requests
Mail Handling Site A
Wolverhampton
WV982EF



In
partnership
with

Department
for Work &
Pensions



European Union
European
Social Fund

Alternatively you can also contact RinP directly at RinP.dataprotection@reed.co.uk or write to us at: Data Protection Officer, Reed in Partnership Limited, Academy Court, 94 Chancery Lane, London, WC2A 1DT.

As we process your personal data on the instructions of the DWP we are likely to liaise with them in connection with any requests that you make and responses may come directly from the DWP.

Changes to our Privacy Policy

We keep our privacy policy under regular review and we place any updates on this webpage. This policy was last updated on 10th August 2022.