

## Privacy Policy

Reed in Partnership Limited (Reed) works with the Department of Work and Pensions (the 'DWP') 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 in connection with your participation in the Programme.

We only use your personal data for the purposes permitted by the DWP to deliver the Programme. The DWP is the Data Controller for the purposes of the Data Protection Legislation and Reed will be the data processor. The DWP Personal Information Charter (or Privacy Policy) sets out how and why the DWP uses personal data, this is available online at:

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

## What Information do we collect about you?

The DWP have commissioned Reed to deliver the Programme. 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.

Reed collects the personal data mandated by the DWP as set out in their Privacy Policy in order to deliver the Programme.

Reed collects personal data about you, your health, education and employment. We need this information to deliver the Programme and ensure you are able to achieve the Programme objectives, to do this we collect two types of data:

Personal Information- data which can be used to identify and contact a living individual connected to a programme e.g. name, address and email address.

Special category information- this information is more sensitive in nature for example information about race, health, sexual or criminal proceedings (this is not a limited list).

We only collect this data because it is required to deliver the Programme for the DWP. It is 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, for audit purposes and to track the effectiveness of our service delivery.

We do not sell personal information or special category information to any organisations. We only share data with third parties who are facilitating or enabling the delivery of the Programme, for example, to training partners and prospective employers who will use it for providing additional support relating to the Programme.

Your personal data 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.

Your Data is held securely in the UK. All of this data is also available to the DWP and we will keep it for as long as we are required to by the DWP.

The DWP will 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 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 the DWP hold about you. 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 to the DWP in the first instance and is available at:

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

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You are also able to contact DWP in writing at:

Right Of Access Requests

Mail Handling Site A

Wolverhampton

WV982EF

**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 19th September 2023.

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