

## Privacy Policy

Northern Rights, Step Ahead South Tyneside project is supported by South Tyneside Council. This Privacy Policy explains how we use the personal data we receive from you in connection with your participation in the Programme.

### What Information do we collect about you?

The Programme is an Occupational Therapy Led programme aimed at providing specialised support to those who are unemployed, inactive, or at risk of losing employment. 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, housing status, details of any work history, references, qualifications, education, ethnicity and information about your health as well as any criminal records. 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. This information will be retained for funding purposes until 31st March 2032 at the earliest.

### What do we do with your personal data?

Data is held and processed inside the UK and the European Union. We only use your personal data to deliver the Programme in line with the funding agreement with South Tyneside Council and to advise you of services related to your personal progression plan. This includes providing personal data (including references) and where appropriate sensitive personal data, to Programme delivery partners, including First Contact, Signal software, Good Things Foundation, social housing providers, training partners and prospective employers, (this list is not exhaustive) who will use it for providing additional support relating to the Programme, processing job applications, or delivering education and training.

For evaluation and research purposes, if you do agree to take part in this initiative, the information that you give may be used by other Government Departments for research into how successful this

initiative is and what part of the initiative works well. Any details you give us will only be seen by our team and will only be used for this initiative. We will store your information in a secure place and destroy your records after they are no longer required for our purposes.

## **Data Sharing and Transfers**

Other than where it is necessary to do so to deliver the Programme as described above, we do not share your personal data with third parties and we will never sell your personal data to anyone. Your data is held securely in the UK and will not be transferred outside the European Union.

## **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal data, please email us at [DPO@northernrights.org.uk](mailto:DPO@northernrights.org.uk). 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. We will advise South Tyneside Council of any requests. You also have the right to lodge any complaint about the way in which we handle your data with the Information Commissioner's Office (ICO) [www.ico.org.uk](http://www.ico.org.uk)

V1 Oct 2024