

UK S Futures CIC Privacy Policy

Introduction

This Privacy Notice explains in detail the personal data we collect, how we store data, handle data and how we keep it safe when you interact with us.

We aim to keep you informed of your rights and how UK S Futures use your data.

The legal basis for collecting your data

The data protection law sets out several different reasons for which companies may collect and process your personal data.

To meet our contractual obligations

We are required by government agencies and commissioners funding the services we deliver, to collect your personal data. We work with agencies such as:

- Local Authorities – for whom we deliver grant based programmes
- Education and Skills Funding Agency (ESFA) - For whom we deliver accredited & non accredited classroom-based programmes

To meet our legal obligations

In order to meet our legal obligations, we may, in certain circumstances, be required to pass on details if required by the law enforcement agencies for people involved in certain types of illegal or criminal activity. This will include disclosure under the requirements of Safeguarding and Prevent legislation.

Our legitimate interest

We have a legitimate interest in collecting your data to allow us to run our business effectively and to deliver a quality service for you e.g.

- We will use your personal data to stay in contact with you whilst you are participating in our programmes
- We will use your personal data to track your progress on our programmes
- We require your personal data to register you for government funding on to our programmes and with qualification awarding organisations
- We will use your data to check your previous qualifications prior to registering you on our programmes

We will be required as part of our recruitment process to employ staff to collect personal data to ensure you have the appropriate skills and qualifications to fill a vacancy. We must also satisfy requirements to ensure you have a right to work in the UK and that you can work with people under Safeguarding regulations.

When will we collect your personal data?

We collect the majority of the personal data we require from you prior to you joining a programme with us. This will usually be via one of the following:

- Referral Form
- Enrolment Form
- Individual Learning Record
- Individual Learning Plan
- Interview Record
- Provider Payment Systems

We may also capture further data during our programmes to ensure we deliver effective services.

We will capture personal data for employees during our recruitment process and may capture further information during employment.

What sort of data do we collect?

We only collect as much data as we need to in order to effectively deliver our services, whilst meeting the requirements of the commissioner or agency, we are providing to you.

The data we collect:

- Name
- Date of birth
- Nationality
- Gender
- Ethnicity
- National Insurance Number
- Contact details (address, telephone number, email)
- Next of kin details
- Employment history
- Health status
- Learning information (difficulties, disabilities, styles)

As part of the recruitment process, we would also capture bank account and qualification details.

How and why we use data

We would submit your personal data to commissioners or funding agencies to release funds required to provide services to you. The data will be transferred via online systems or via registered post.

In order to provide services to you we use your data to track and report on your progress on our programmes. We will also conduct surveys or collect end of course evaluations as part of our quality improvement process.

We will also share your personal data with third parties we engage with to provide services to you such as agencies providing employment support, funding for interview clothes or travel expenses.

We collect information from our employees in order to pay salaries and pensions. We also use your personal data to undertake pre-employment checks such as disclosure and barring where applicable.

How do we use data for marketing purposes?

We provide a range of services and sometimes where we believe these may be of interest to you, we will send you details of these services only if you have opted into receiving marketing emails, letters or phone calls.

How can you stop marketing communications?

There are many ways you can stop direct marketing communications from us:

- Click the "unsubscribe" link in any email communications that we send you. We will then stop any further emails
- Contact our Data Protection Officer, Unit 5, Coombs Wood Court, Steel Park Road, Halesowen B62 8BF or email DPO@uksfutures.org.uk

How do we protect your data?

All our staff are trained in data protection principles, which is refreshed annually.

All paper-based data is kept in locked rooms/filing cabinets where only authorised people have access.

Electronic data is stored on encrypted systems where appropriate/required. These are password protected with restricted access.

Who do we share your data with?

We submit your data to commissioners of NCS Trust, Education and Skills Funding Agency, and awarding organisations.

We share employee information with our payroll and pension providers. We also share employee data with our HR Support provider.

Where will your data be processed?

Data will be processed within the United Kingdom.

The system we use for surveys is hosted outside the EEA but on sites that are GDPR (General Data Protection Regulation) compliant.

What are your rights to access your data?

You have the right to request:

- Access to the personal data we hold about you, free of charge in most cases
- The correction of your personal data when incorrect, out of date or incomplete
- That we stop using your personal data for direct marketing (either through specific channels, or all channels)
- That we stop any consent-based processing of your personal data after you withdraw that consent
- To be forgotten, where we delete all data we hold about you (unless we are contractually obliged to retain that data for a specified period by the commissioner or funding agency)

To ask for your information, please contact:

Data Protection Officer, Unit 5, Coombs Wood Court, Steel Park Road, Halesowen B62 8BF or email DPO@uksfutures.org.uk

Who can you question about this notice or how we use your data?

You can contact our Data Protection Officer -
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