**Data Consent Form**

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| --- | --- | --- | --- | --- |
| **Name** |  | **Gender** *Please select* | Female |  |
| **Date of birth** |  | Male |  |
| **Address (with postcode)** |  | | | |
| **Telephone no.** |  | | | |
| **Email address** |  | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **What is your housing status?** | Private rental |  | Social housing | |  | Homeowner |  |
| If you’re a social housing resident, please state your landlord | | | |  | | | |

***Priority Groups* -** Please tick all that apply to you (**or applied before your most recent job**)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Aged 16-24 and NEET (not in employment, education or training) 3 months + | | | | | |  |
| Military service leaver |  | Long term unemployed 6 months + | | | |  |
| History of homelessness |  | Long term unemployed 12 months + | | | |  |
| Aged 50+ |  | Long term unemployed 2 years + | | | |  |
| In care or care leaver |  | Unemployed less than 6 months | | | |  |
| Ex-offender |  | None of these | | | |  |
| Do you consider yourself to have a disability? | | | Yes |  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please circle your ethnic background:** | | | |
| White British | Asian / Asian British or any Asian background | Black / Black British or any other Black background | |
| Mixed ethnic background | Gypsy / Traveller | Any other background | Prefer not to say |

**Declaration**

I understand that the information I have provided above will be recorded and processed by Procure Plus (includes Procure Plus Holdings Limited and its subsidiary companies, and Re:vision North Limited manually and/or electronically, in accordance with the General Data Protection Regulations (UK GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time in the UK and the principles contained therein, and give my consent to PPH and Re:vision to collect and process this data. Re:vision is committed to providing training opportunities to people and the information collected will be used to report progress on social value and regeneration commitments to partners.

**CANDIDATE PLEASE TICK TO CONFIRM: I confirm that I have been given a copy of the privacy notice explaining why my data is collected, what it is used for, how I can get copies of this data and how I may withdraw my consent.**

**Signed: …………………………………………… Date: ………………………………………….**

**PARTNERING ORGANISATION PLEASE TO TICK TO CONFIRM:**

We have a data sharing agreement in place with Re:vision and will retain this form as per the terms of the agreement.

Electronic and paper copies of this form will be deleted immediately following confirmation of receipt from Re:vision.

**Procure Plus Holdings (PPH) & Re:vision North Limited (Re:vision) - Privacy Notice**

**Why do we need to collect and process your personal data?**

We need to collect personal details about you to meet the charitable objectives of Re:vision which include either providing a service and supporting you into training or employment or to pay grant to an organisation that has supported you in this way and for auditing and compliance of grant payments. This statement tells you how we meet our obligations under the General Data Protection Regulations (UK GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time in the UK (Data Protection Legislation) and how you can access any data we hold about you.

The information that we hold about you includes documentation relating to your employment, support received before employment, support received whilst in employment and may include the following (which is not an exhaustive list):

* Name, address, contact details, landlord, date of birth, National Insurance Number, and information that relate to the “priority groups” that Re:vision seeks to help
* Information about criminal convictions and any identified risk to the public
* Records of conversations with employers or colleges about progress towards a qualification or completion of an apprenticeship or sustained employment
* To contact you or your employer to provide support. Any contact made will be recorded on our secure database
* Photographs and / or video clips which maybe used in marketing materials for Re:vision or PPH

**Special category data**

We collect information relating to your self declared ethnic background because supporting those from a BAME background into employment is one of Re:vision’s priorities.

We ask you to tell us whether you class yourself as having a disability because supporting people with a disability is one of Re:vision’s priorities

**Criminal offence data**

Re:vision works proactively to support ex-offenders move into employment. We use information disclosed about unspent criminal convictions to support employers to evaluate and manage risk in the workplace and to support you in securing and sustaining employment.

**What we do with your information**

We will use the data to provide employment support services to you and help us to improve those services. We may also use the information that you share in order to make grant payments to other organisations that have supported you into work. We may use your data for audit and compliance purposes but we will use anonymised data for the performance monitoring of our charitable objectives and to report on our social value activities.

All the personal data we process is processed by our staff in the UK and our IT hosting and maintenance is located on servers within the European Union. We do not intend to transfer data outside of the European Economic Area, but in the event that we do so we will comply will all appropriate transfer mechanisms as stipulated by Data Protection Legislation.

We have security arrangements in place to guard against unauthorised access, improper use, alteration, destruction or accidental loss of your personal information. We take appropriate organisational and technical security measure and have rules and procedures in place to ensure that any personal information we hold is not accessed by anyone it shouldn’t be.

We do not use automated decision making. If in the future, if we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

**Who we share your data with, why do we share it and how long do we keep it?**

We will share the information provided by you, with local employment groups and employers for the purposes of recruitment as described below:

* Sharing CVs provided for recruitment purposes
* Sharing your employment details with partners for the purpose of evidencing social value
* Disclosing unspent criminal convictions to potential employers, including details of any restrictions required by law as part of licence conditions eg curfews, exclusion zones

We do NOT give anyone else access to your information, in return for payment for their marketing or commercial purposes, unless you give specific consent. Your information is retained for up to 6 years.

**What are your rights?**

You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, as well as in certain circumstances the right to data portability or to object to processing.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

Where this data has been shared with third parties, as described above, we will inform them of any corrections, requests for deletions or restrictions as appropriate.

Where you have requested access to your personal data, one copy will be provided free of charge (unless the request is manifestly unfounded or excessive) within one month of receipt of the request.

If you are not satisfied with our response or believe we have not complied with the requirements of Data Protection Legislation with regard to your personal data you have the right to lodge a complaint to the Information Commissioners’ Office (ICO).

PPH and its subsidiary companies are registered with the ICO and the registration numbers are shown below.

* Procure Plus Holdings Limited **Z1072740**
* Re:vision North Limited **ZA070946**

**Identity and contact details of controller and processor of your data:**

For the purposes of Data Protection Legislation:

* Re:vision is the controller and processor of your personal data

If you wish to exercise any of your rights or raise a complaint on how we have handled your personal data, you can contact the Group Company Secretary, Katie Taylor (by email to katie.taylor@procure-plus.com or in writing at Procure Plus, Duckworth House, Lancastrian Office Centre, Talbot Road, Manchester, M32 0FP).

***(Insert name of delivery partner)* has provided you with support to get ready for, or to move into work and is therefore a processor of your personal data on behalf of Re:vision.**