

We Work for Everyone Programme.

What we do with your information.



Self

Before you take part in this programme we want you to know some things about your information.

Your information is called your **personal data**.

You can choose if you want to take part after you have read this leaflet.

You will need to **agree** we can collect your information. This is called **consent**.



West of England Combined Authority is responsible for keeping your information safe. They are called the **Data Controller**.

West of England Combined Authority work with these groups:

- Bristol City Council
- Bath and North East Somerset Council
- South Gloucestershire Council
- Sixteen Cooperative
- SeeAbility
- Step and Stone Discovery/ Dimensions



What information do you need about me?

Your **personal data** is information about you. We will ask you for:

Your name, address and how to contact you.



Your date of birth.





How you identify yourself. This is things like, male, female, transgender, straight, gay, non-binary or other things.

The language you speak and your ethnicity.

About your qualifications and work.

If you have children or other people you care for.

Whether you have any disabilities or mental ill health.

Where you live.

Why do you need my information?

We need your information so we can help you achieve your goals on the programme.



We want to be able to give you a **digital badge** that shows what you have achieved.

We want to make sure we have people from lots of different groups on our programme.



Who will see my information?

Only a few people who work for us will see your information.

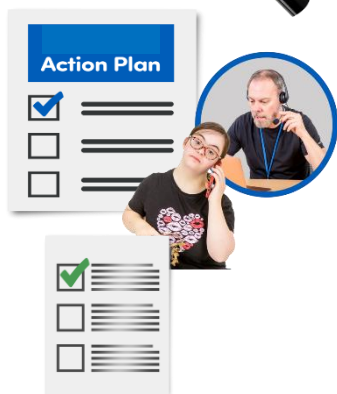
They will use your information to:



Help your mentor to plan how to support you.

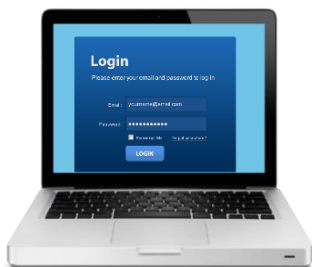
To get in touch with you about the programme.

To check how we are doing.



We will share your name and address with Open Badge Factory Platform so that they can give you your badge.

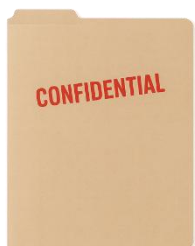




How do you keep my information safe?

We will keep your information in a list called a database which is kept in our computer system.

Information is kept hidden so only people who are allowed can see it.



We might change your name on the information so nobody would know it was about you.

What about confidentiality?

We will not share personal information you give to your mentor unless you give us permission.



The only time we would share information without permission is if you tell us something that is against the law or means you or someone else is in danger.



How long will you keep my information?

We will keep information that can identify you, like your name and address for **3 years** after you finish the programme.



We will keep other information for longer to help us with our research.

You can decide if you do not want to stay on the programme.



We will keep your information safe in case you decide to come back.

You can ask us to remove things that can identify you.

By letting us have your information, you are agreeing that people can contact you about you taking part in these programmes:



- Skills Connect
- Future Bright
- Connect to Work
- Youth Guarantee
- We Work for Everyone
- Opportunity North Somerset
- Work Well



We will store your information so that we can contact you.

We will keep records about things you have done on the programmes.



If you are helping someone to get on a programme, you must be allowed to share their details.

Each programme has information about storing information and your rights under GDPR.



You can tell us you do not want to share your information but that might mean you can't stay in our programme.

You can ask us to stop using your information and take it out of our database.



You can ask to see what information we have about you, this is called a **Subject Access Request**.

You can ask us to correct information about you that is wrong.



You have to ask us by letter or e-mail.



If you have questions about how we are using your information or want to make a **Subject Access Request**, you can write to:

Data Protection Officer
West of England Combined Authority
70 Redcliff Street
Bristol
BS1 6AL



Or you can email the **Data Protection Officer** at
ig@westofengland-ca.gov.uk

If you get in touch and are not happy with what we do about your concerns, you can complain to the **Information Commissioner**.

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow

SK9 5AF

Telephone 030 3123 1113

Email casework@ico.org.uk

