**Data Consent Form**

**Personal Details**

We gather this information to verify your identity and will only contact you directly if required to comply with our responsibilities under the UK GDPR. Your date of birth, social housing landlord, postcode and county is used to produce anonymised statistical data.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First name** |  | **Surname** |  | |
| **Postcode** |  | **County** |  | |
| **Date of birth** |  | | | |
| **Telephone no.** |  | | | |
| **Email address** |  | | | |
| **If you are social housing resident, please state landlord name** | | |  | |
| **Do you have a full UK driving licence?** | | | **Yes** | **No** |

**Priority Groups**

We collect the following information in order to report anonymised statistical data to our stakeholders, to evaluate the impact of this programme in supporting individuals from these *priority groups*, and to gain support for future initiatives.

**If you do not want your information to be used as described above, please choose *No / prefer not to say*.**

**Please provide us with your self-declared ethnic background (please circle/tick)**

|  |  |  |  |
| --- | --- | --- | --- |
| Asian / Asian British /  other Asian background | Black / Black British /  other Black background | Gypsy / Traveller | |
| Mixed / multiple ethnic background | White British | Other ethnic background | Prefer  not to say |

**Please provide us with your self-described gender (please tick)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Female |  | Male |  | | Non-binary |  |
| Other |  | Transgender |  | Prefer not to say | |  |

|  |  |  |
| --- | --- | --- |
| **Please tick all that apply to you (or that applied before your most recent job)** | **Yes** | **No /Prefer**  **not to say** |
| Are you currently not in education, employment or training (NEET) and aged 16-24? |  |  |
| Are you a military service leaver? |  |  |
| Do you have a history of homelessness? |  |  |
| Are you aged 50+ |  |  |
| Are you in care, or care-experienced? |  |  |
| Are you an ex-offender? |  |  |
| Do you consider yourself to have a learning difficulty and or a disability? |  |  |
| Have you ever been excluded from mainstream education? |  |  |

**What is your employment status?**

|  |  |  |  |
| --- | --- | --- | --- |
| Employed |  | Unemployed (less than 6 months) |  |
| Unemployed (over 6 months) |  | Long-term unemployed (12 months +) |  |

**Declaration**

I understand that the information I have provided will be processed by Procure Plus Holdings Limited to report on social value impact and regeneration commitments to stakeholders. The delivery partner supporting me into employment may also provide PPH with evidence that I have been supported into employment. This information will be processed manually and/or electronically, in accordance with the UK General Data Protection Regulation and Data Protection Act 2018 and any laws, regulations and secondary legislation, as amended or updated from time to time.

I confirm that I have been given a copy of the privacy notice (below, pages 3-4) 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 where applicable.

**CANDIDATE - PLEASE TICK TO CONFIRM: I have received a copy of the privacy notice**

|  |  |
| --- | --- |
| *The information I have provided is, to the best of my knowledge, complete and correct* | |
| Candidate signature |  |
| Date |  |

|  |  |
| --- | --- |
| **Declaration for Hub/Delivery partner use ONLY** | |
| Organisation name |  |
| Contact name |  |
| Job title |  |
| Contact telephone number |  |
| *I confirm that we have a formal Data Sharing Agreement in place with Procure Plus and the data contained in this form will be processed, held and destroyed in line with that agreement* | |
| Signature |  |
| Date |  |

**FOR PPH OFFICE USE ONLY**

**If the candidate is to be registered on multiple projects, please select each one from the list below.**

|  |  |
| --- | --- |
| Framework |  |
| Re:vision Construction |  |
| OSE |  |
| SiteSmart |  |
| WaMT |  |
| C&G upskilling |  |
| C&G new |  |
| Other |  |

**Procure Plus Holdings (PPH) - Privacy Notice**

The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This statement tells you how we meet our obligations and what your rights are.

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

Procure Plus (PPH) has a contract with your employer or prospective employer to create job opportunities for people living within your local area. Your data is processed to evidence that your employment that the contractual criteria has been met at the minimum required or beyond, and reporting on performance to the PPH Board and other stakeholders. It is also processed for auditing and compliance purposes.

**Lawful basis**

We rely on a legitimate interest to process your personal data as the processing is necessary to report on the performance of our contract with your employer and / or a delivery partner that has supported you into that employment. Being able to evaluate the impact of the social value enables us to gain support for future projects.

We rely on your consent when processing special category data and criminal offence data You can withdraw your consent at any time by contacting: [csradmin@procure-plus.com](mailto:csradmin@procure-plus.com).

**What do we process:**

The information that PPH holds about you may include the following:

***Information provided by you via your employer / or our delivery partner:*** Name, geographic location, contact details, landlord, date of birth and information that relate to the priority groups that this support is targeted at.

***Information provided by your employer –*** Confirmation of sustained employment

If your have been supported by a local delivery partner they may also hold the above details.

***Information generated by us:*** A unique identifier will be generated by our system.Occasionally, we may record notes of conversations between ourselves, the delivery partner and your employer.

Photographs and / or video clips which maybe used in marketing materials for PPH (this would only be with separate explicit request made via your employer or delivery partner).

**Special category data**

We collect information relating to your self declared ethnic background because supporting people from ethnically diverse backgrounds into employment is one of the target priorities groups for this support.

We ask you to tell us whether you class yourself as having a disability or learning difficulty because supporting people with a disability is one of the target priorities for this support.

**Criminal offence data**

PPH works proactively to support ex-offenders move into employment. We ask you to tell us whether you are an exoffender as this is one of the target priorities for this support. We do not hold any information disclosed to our delivery partners about unspent criminal convictions.

**What we do with your information**

PPH will use the information to evidence that you have been employed in an opportunity that falls under your employers contractual commitment to us and / or that your supported into that employment by our delivery partner. We may use your data for audit and to comply with our contractual and legal obligations. We will use anonymised data for the performance monitoring of our contract and to report on our social value activities to our Board and other stakeholders.

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 Economic Area (EEA). Your data receives the same level of protection in the EEA as it does in the UK through the safeguard of Adequacy Decisions. We do not intend to transfer data outside of the EEA 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?**

Your data will be held securely and treated confidentially and will not be disclosed to third parties outside of Procure Plus and other than as described below:

* the delivery partner that supported you or employment
* third parties who provide us with support services and who we have contracts in place with
* our auditors where the scope of and nature of the audit requires it.

Only the data contained on this form and evidence of employment will be shared between our delivery partner who supported you into employment and PPH.

We will not share your information with any third parties for the purposes of direct marketing

Your information is retained for 7 years from the date of collection.

**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 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). The ICO’s address is Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Helpline number: 0303 123 111. Website: https://ico.org.uk/

Procure Plus Holdings Limited is registered with the ICO and the registration number is **Z1072740**

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

For the purposes of Data Protection Legislation, Procure Plus Holdings Limited is the Data Controller.

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).

**The delivery partner mentioned above** has provided you with support to get ready for, or to move into work and is therefore a data processor on behalf of PPH in respect of the data held on this form and the data required by PPH in order to evidence that support has been provided.

Additional data relating to the support you receive before employment and/or whilst in employment may be held by your employer or our delivery partner but this is not shared with us and they are the Data Controller.

**Further information**

For further information explaining your legal rights and how your information may be used please view the Procure Plus Participant Privacy Notice online at <https://www.procure-plus.com/privacy-policy-participant/>  where you can find our general policy.  Please also scroll down to see the framework specific section which is relevant to the programme you have engaged with.