



Participant Privacy Notice

Version	3.1
Adopted	June 2021
Review	March 2024

Who is this privacy notice from?

Humber Learning Consortium (HLC) is responsible for managing a network of partner organisations who deliver a range of Department for Work and Pensions (DWP), The National Lottery Community Fund and Education and Skills Funding Agency (ESFA) contracts in the Humber and wider Yorkshire Region.

This notice should be read in conjunction with Funders Privacy Notices (details on enrolment forms).

What is this privacy notice about?

The privacy notice explains how any personal data collected from you will be used.

HLC needs to collect Personal and Special Categories of data under the terms of its funding and contractual agreements to:

- Ensure public money is being spent in line with legal and statutory obligations.
- Check your eligibility to participate in the programme.
- Support our partners in delivering a service(s) to you.
- Understand your progress.
- Contact you during or after your programme for research purposes.
- Monitor the overall progress of the programme.
- Refer you onto other educational, employment or well-being routes.

HLC also use your data to compile statistics and to help evaluate the effectiveness of our Programmes and Partner Organisations.

What personal data do we collect?

- Contact details (first name, surname, address, postcode, email address, phone number).
- Personal and Special categories data including date of birth, gender, if considered to have a disability or limiting disability, ethnicity, if they have children.
- Benefits received.
- Tenure/living arrangements.
- Qualifications and prior attainment.
- Whether experienced the following: convicted of a criminal offence, alcohol dependency, drug dependency, mental ill health, homelessness.

- Economic status.
- Activities undertaken as part of the Programme. This includes notes of mentoring meetings with your Key worker.
- Responses to attitudinal questions, e.g. around skills, self-confidence and health & well-being.
- Responses to questions around Safeguarding & PREVENT.
- Responses to questions about work experience, e.g. around training, volunteering, education, barriers to work and job search activity.
- Responses to questions about job outcomes, e.g. around reasons for working less than 16 hours per week, job roles, employment contracts, and questions about job quality and job satisfaction.
- Responses to Programme Surveys.
- Involvement in services outside of the Programme (if applicable), e.g. JobCentre Plus, Police, probation or legal services, mental health services, counselling, etc.
- Details of other programmes you are or have been involved with.

It is therefore vital the data you provide is accurate and up to date

Where do we obtain your personal data from?

Your Key worker (at the Partner Organisation) will collect information directly from you, initially through enrolment documentation, but will also collect “on programme” information such as reviews, notes, attendance and destination information at the end of your programme. This can be in either electronic or paper format.

How is data transferred to HLC?

HLC use Microsoft Office 365 for the electronic data transfer. Once approved, your data will be stored on HLC Learner Management Systems in the UK. If your application for enrolment is not approved, HLC

will not keep your information for longer than necessary. Any paper copies of your data are transferred to HLC through postal service using recorded delivery.

Further information about electronic transfers of your data can be found here www.hlc-vol.org/privacy

What is the legal basis for HLC collecting and processing your data?

HLC process your data in order to fulfil contractual obligations. We are also required to collect your data to meet other legal and statutory requirements. In some circumstances we may also request your consent.

Will the data be transferred to any other organisation?

HLC shares your data with its Funders (including Management Authorities), of which the Funder and the Funders Privacy Notice are highlighted on the programme enrolment form.

HLC also shares data within its network of partners, work placement providers and local authorities, so that tailored learning and support packages can be offered.

When HLC shares your personal data, it does so in line with data privacy and security requirements.

Funders may share your data with ESF or ERDF teams, this will be highlighted under the declaration statement on applicable enrolment forms. Note you may also have to click any available links for further information.

HLC also shares your data with third-parties when they need it to fulfil their services, such as evaluation officers, researchers, software suppliers, auditors, cloud hosting services. Details of third-parties HLC work with can

be found here www.hlc-vol.org/privacy Please note this list is non-exhaustive and from time to time will be updated.

If we would like to use your data for any other purpose, we will contact you first to request consent before we do.

How long does HLC keep your data?

HLC need to keep your data for a minimum period of 10 years to meet audit requirements. Data will not be stored for longer than necessary.

Your Rights

Access – you can request access to the information we hold about you.

Correction – you can ask us to correct or complete data we hold about you.

Remove – you can ask us to remove data we hold about you that we do not need for legal reasons.

Portability – you can request a copy of all the data we hold on you in a form that can be transferred to other organisations.

In addition you have the right to:

Restrict Processing – you can stop us from processing your data in certain circumstances.

Object – you can object to us using your data for certain forms of processing e.g. marketing.

How to contact HLC:

Telephone: 01482 327438 and speak to Andy Cook (Data Protection Officer) or a member of the team. By email: privacy@hlc-vol.org

Declaration

Acknowledge that I have received a copy of Humber Learning Consortium (HLC) Participant Privacy Notice and understood the contents. I also understand that from time to time the notice may be updated and as such should visit <http://www.hlc-vol.org/privacy> to view any subsequent changes.

In addition, I also wish to provide my consent to the following:

- HLC may publish case studies about me and my time on and after programme in its publications and social media.
- HLC may use imagery or video of my time on or after programme in its publications and social media.
- HLC may contact me with regards Award Ceremonies.
- HLC may contact me after programme for other learning and support purposes.
- Third parties that HLC work with can contact me for other marketing purposes.

Preferred method of contact

I would prefer initial contact to be via

- Post
- Phone
- Email
- Text
- WhatsApp
- Zoom

Contact details for preferred method i.e., mobile/email address

Participant name

Participant Signature/Date

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