

Privacy Statement for Support into Employment (SIE)

In order to provide you with support, we are going to ask for and keep information about you which will help us know who you are, who are your family and friends and how you feel. This is called Personal Data. The Law states that when an organisation asks for information about you, you should be told how it will be used. This is why we are giving you this statement.

Your support into employment worker works for St Christopher's Fellowship. St Christopher's is a charity and our address is: 1 Putney High Street; London; SW15 1SZ; Email: info@stchris.org.uk; Telephone : 0208 780 7800.

The Company Secretary is our data protection officer and their email is dataprotection@stchris.org.uk. They ensure we keep your information safely and we don't give it to anyone who shouldn't see it. If you have questions about how we use your information, please ask them or your support into employment worker.

What information do we keep about you

In order for us to properly support you, we will ask for, use and keep the following information about you:

- Your name, age, and gender
- Your address, telephone number, email address, and other contact information
- Information about your education, qualifications and work history
- Information about your readiness to work
- Anything you've told us during support sessions
- What you've done to find work and the outcomes of this, such as when you've been invited to interviews and when you've secured job offers

The law states that some information is more private and we need to keep it more safely. This is called "Special Category Information." We will not regularly record any of this type of information unless you choose to share it with us.

How we get your information

Some of the information will come from other people who have worked with you, such as staff at the residential home you lived in, the Aftercare team, or your social worker. The rest will come from talking to you.

What we do with the information

Your information is used to:

- Contact you, including potentially visiting you if you've chosen to share your address with us;
- Inform us of the best way to provide you with support;
- Raise further awareness of St Christopher's and the work we do;

Who we share information with

We will not share your information with anyone unless you specifically say that you're happy for us to.

Why we are allowed to use your information

The Law says we can use your information because we need to use it to provide the service. This is called a **Legitimate Interest**. This is our main reason for using

your information. But we cannot use your information if it would hurt your rights and freedoms.

We may also use your information if:

- **You have said we can (Your Consent)** – But you can ask us to stop at any time if you change your mind.
- **We have to by law (legal obligation)** – We may need to share your details in order to keep you safe.
- **To safe someone's life (Vital Interest)**
- **We need to because we have a contract.**

When we keep more private information (Special Category data) we need a second reason to use it. We are allowed to use this type of information because:

- You have given us your explicit consent
- We have a reason which is substantially in the public interest;
- It will save someone's life;
- You have already made your personal information public
- We need to bring or defend legal claims;

How long will we keep your information

If you have lived in one of our residential homes, we will keep your records for one year after you leave the project, then incorporate your records into your residential files. If you haven't lived in one of our homes, we will keep your records until your 25th birthday.

How we keep your information safe

Your information will be filed and kept safely on our computer system. Access is password protected and limited to our RHI team and selected other staff who need it to carry out their duties.

If we need to give your information to another organisation, passwords and encryptions will be used. When we no longer need your information it will be deleted or changed so no one can know who you are. All our staff receive training about how to keep your data safe.

Your rights

The Law gives you rights about the information we hold about you.

You can see what information we keep about you (Right of Access) –You can ask for a copy of the information we keep about you. This is called a Subject Access Request.

Ask for mistakes to be put right (Right of Rectification) -If the information we keep about you is wrong, you can ask for it to be changed.

Ask for your information to be deleted (Right of Erasure) – You can ask for all the information we hold about you to be deleted. We cannot always do this but if we can't we will tell you why.

Ask us to stop using your information but still keep it (Right of Restriction on processing) – We cannot always do this but if we can't we will tell you why.

Ask us to stop using your information (Right to Object) – If you have a specific reason why you do not want us to process your data you can object. If we want to continue to use your data we will need to explain why it is necessary and show that our reason does not override your rights. We can also continue to use it defend ourselves.

Your support into employment worker can help you if you would like to see your data or ask us to use your information differently. There is no cost and we need to do what you want or explain why we cannot within 30 days.

Where your data is held

Your information will only be kept in the UK.

Changes to this Privacy Notice

If we change this privacy statement, we will give you the new one.

For more information

There is lots more information about data protection and your rights on the web. Try here first: <https://ico.org.uk/for-the-public/> or write to the ICO; Wycliffe House; Water Lane; Wilmslow; Cheshire; SK9 5AF. The ICO can also help if you don't like how we have used your data.