



HoursWorth Privacy Notice

Who are we?

We (Frontline Partnership) are writing to let you know about changes to the way we look after (process) your personal information (data). This is because there are new rules about how your personal information (data) is used by Frontline Partnership. This new ruling is called General Data Protection Ruling (GDPR). We have to do this from 25th May 2018.

Our lawful basis for processing your data is legal obligation.

What information do we need? Why do we need it? How do we use it?

When you started to work with the HoursWorth project we filled in a form (a personal profile) which told us your name, address, telephone number, who we should contact in case of an emergency, their address and their telephone number. You also told us your doctor's details, your national insurance number and your social workers information. This information helped us to find a job you would like to do and is used to fill in official forms (DWP). You also told us if you had any problems that you may need help with to keep you safe whilst working and gave consent for us to take and use your photographs to show other people what we do. At the same time we filled in a personal risk assessment form. This was to help us understand what we needed to do to keep everybody safe. Both of these forms were filled in by you, your support and an employment advisor.

Information sharing - If you are working outside of Crown Cafe, your name, address and amount you earn will be given to your employer to enable them to pay you.

Every week after you have worked your job coach fills in a goal sheet and writes notes about how your work session went. This helps us to understand if there are any problems or if anything is going well and to set new goals.

How is your information stored?

We (Frontline Partnership) will keep your information safe in a locked secure cabinet. When we keep your information on our computers we will use encrypted passwords to keep your information safe.

Your rights.

If you would like to know what information we have about you please talk to us and we will show you. We will do this within 30 days.

If you would like us to delete any of your information please talk to us. We will only keep your information whilst you are working with the HoursWorth project. If you leave your information will be deleted.

You will find all the privacy notices for Frontline Partnership's projects on our website at www.frontlinepartnership.org.

If you would like a paper copy of any of our privacy notices please contact us on 01277 218902 or in writing addressed to Frontline Partnership, Montbazon Court, Cleves Avenue, Brentwood, CM14 4WB.

Company No. 4503616

Charity No. 1099813