Our core data protection obligations and commitments are set out in the council’s [Primary Privacy Notice](#) and on our website at [Data Protection legislation](#).

**Service Name:** Salford Futures

We are Salford Futures, an established local service coordinated and funded by Salford City Council. Salford Futures provides local unemployed residents with access to work experience, training and practical support to help residents to develop confidence, workplace skills and key competencies required by employers for paid employment.

In accordance with the [General Data Protection Regulation (GDPR)](#) we are obliged to issue you with this Privacy Notice to inform you of your rights under this new piece of legislation.

**Purpose**

It is really important for the Council to receive and share accurate data. Holding and sharing information enables the Council to ensure services are appropriate and are providing the best possible support to residents, particularly those who are in the greatest of need.

Information also helps the Council to measure the quality, value and impact of services and ensures services are more accountable to residents and to ensure public funds are used as effectively as possible.

Holding you data helps us to provide you with any help and support you may need to progress into employment.

**What Sort of Information is Kept about You**

We hold basic personal information about you. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name, contact details, address, and postcode, date of birth/age, benefit information and housing tenancy contact details.

The law treats some types of personal information as ‘special’ because the information requires more protection due to its sensitivity. In addition to the above we also hold the following information:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

**How Will your Information be Used**

Those working with you will use it to:

- Understand your circumstances and provide the best help available:

We will only share your personal information with other agencies in order for you to receive the most appropriate information, and/or course of action to help you develop the necessary skills and experience required to move into paid employment and/or other wider support services.
We only share your information for the reasons set out above and with your consent. We will consult and discuss the sharing of any personal information with you and seek further consent from you before we share any of your personal information with anyone individual or agency.

These agencies could comprise of learning providers for specific education and/or training purposes i.e. Salford City College, Corinth Training; Counselling and Pastoral support i.e. GPs, NHS services; Information, Advice and Guidance services i.e. Connexions, GMCVO Talent Match and National Careers Service; and referrals to other services such as Salford Health Works, Salford Employment and Recruitment City Hub (SEARCH) and/or other providers operating within the City of Salford.

However there may be occasions and circumstances where the law says we have to share it for other reasons, or this is necessary to protect you or others from harm e.g. safeguarding and/or for other reasons i.e. health and safety, including supply of PPE equipment, risk assessment, occupational health. We may from time to time also share information for tracking purposes with your advisor/ referral agency to check on your progress and/or current status.

- Produce reports and statistics that you usually cannot be individually identified from:

None of these evaluative processes will use your personal information to make any decisions about you as an individual; it will only be used for improving service quality, effectiveness and to target service delivery where most needed, along with identifying areas of focus for services across the City.

The outcomes of the evaluations may also be included in publicly accessible reports. This information is based on data on the whole of the project and therefore, no one will be able to identify you as an individual if any information published in this way.

Your personal information will be handled securely and not kept for longer than is necessary.

**Your rights**

**Rights to your Information**

- The General Data Protection Regulation (GDPR) comes into effect on 25 May 2018, replacing the previous rules under the Data Protection Act 1998. The new rules strengthen the protection of personal information and extend the rights that we all have over who holds our information and how it is used. For more details about the full extent of your rights, please visit the Information Commissioner’s Office website GDPR and here https://ico.org.uk/

**Individual Rights**

- You have the right to get a copy of the information that is held about you. This is known as a subject access request (SAR). You can find out more here SAR For more details about the full extent of your rights, please visit the Information Commissioner’s Office website and here https://ico.org.uk/

**For more information**

- In the first instance please see our website www.salford.gov.uk If you have a question or complaint, or would like to obtain a copy of the information about you, please e-mail us at SalfordFutures@salford.gov.uk Please include your name, address, date of birth and any more information that will help us identify you on our records. Alternatively please write to Salford Futures - Childrens Services Salford City Council, 2nd Floor, Unity House, Swinton

If you are still unsatisfied you should contact The Information Commissioner’s Office by post at The IOC, Wycliffe House, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113