



**ELITE**  
Supported Employment



# General Data Protection Regulations Information for Clients



# Privacy Notice



## General Data Protection Regulations

At Elite Supported Employment Agency Ltd, we take your privacy seriously and will only use your personal information in line with the consent you have provided us with and as detailed in our Client consent form.

## Why do we need your information?

We need this, so we can provide you with the best support possible to help you find a job that is right for you. We require you to provide us with your consent to process, store and share your personal information. You have enrolled with ELITE to help you find work and this helps us match you to suitable employment, training and vocational opportunities.

## What do we do with your data and how do we store it?

ELITE will not retain, store, or hold any personal data for periods longer than required. ELITE will only retain your personal information for as long as necessary, in line with the individual service we are providing and the contractual requirements of our funders. The length of time we hold your data for may differ on different projects at ELITE, depending on the funding requirements. We will tell you how long your data will be retained for your project on the '**Client Consent**' form attached.

We may due to funding and contractual requirements need to share your information with family, carers, professional individuals, third parties or other external organisations, as detailed in the '**Consent to Share and Consent to Share with Multiple Agencies**' sections below. Elite will not share your personal information with any third parties that are not named in the Consent form and without your agreement.

All personal data held by ELITE will be archived and / or disposed of via a confidential process and in line with legal requirements set out in the General Data Protections Regulations.

You have the right as the data subject to:

- Withdraw consent at any time for individual areas of data processing and sharing.
- Withdraw your whole consent for data processing and sharing at any time.
- Request access to your personal data.
- Request information relating to our processing activities.
- Prevent the use of using your personal data.
- Ask for personal data to be removed when it is no longer needed, inaccurate or incomplete.
- Prevent the use or request the removal of personal data that could cause distress or damage to yourself or anyone else.

## Consent to Share

- with Multiple Agencies - Protecting Your Privacy, who will we share it with and where do we get information from?

We are committed to protecting your personal data when you use our service. We will have received personal information about you from referring organisations and may need to collect more data from you and other agencies and/or individuals during your time with us.

It is sometimes important to share that information with other parties as this can be vital to providing co-ordinated services to best support you. This may include but is not limited to: your name, NHS or National Insurance Number, address, health, work, education history, photographs and videos etc.

We will always hold and transfer all information about you securely and will only share your personal data with other organisations when it is appropriate to do so. The organisations we contact may include:

- Benefits Agency
- Job Centre Plus
- DLA / PIP
- Referring organisations and if applicable their agencies, e.g. DWP, Council services, Probation services
- Charities and / or Voluntary Agencies
- Education, specialist training organisations and other support providers
- Health care providers and professionals
- Potential or actual employers, as part of our job finding activities

From time to time, we may also be asked to provide personal data to other parties, such as carers, family or a chosen representative. We will always ask for your written consent before we release this data and will explain what and why we are sharing your personal data.

## Consent to share

- with carers, family or a chosen representative

As outlined in the Consent to Share with Multiple Agencies Form, from time to time, we may be asked to share or disclose personal data with other parties who represent you, such as carers, family or a chosen representative. In all circumstances we will explain what information we are gathering or releasing and why there is a requirement to share your personal data.



## Further Information

Should you require further information on ELITE's GDPR policies or procedures, please contact us:

### **ELITE Head Office:**

ELITE Supported Employment Agency Ltd

8 Magden Park

Greenmeadow

Llantrisant

Rhondda Cynon Taff

CF72 8XT

Tel. No.: 01443 226664

**Our General Data Protection  
Regulations Officer is:**

**SIAN CLARKE**

