

Data Protection information

Fair Processing Notice

What does Catch22 do?

Catch22 is a national organisation that works across England and Wales delivering services in a variety of settings. These include schools, colleges, social care, victim services, family support, prisons, apprenticeships and employment support.

We have been around for over 200 years and our focus is about making a difference to people by delivering our 3 'P's – having good people around, having a good place to live/study/work, and having good purpose in life. Different services will focus on different aspects, but we aim to address those three elements to support people to thrive.

<p>What does this service do?</p>	<p>Inspiring Connections gives individuals from diverse backgrounds the opportunity to build self-confidence and find access into networks that lead to fulfilling and sustainable career paths – through gaining social capital. The programme is unique because not only does it bring volunteers (Social Capital Advocates) together with individuals (Candidates) seeking personal development and access to business networks; Advocates then support Candidates to identify and develop the skills and capacities necessary to build their own social capital. Where the opportunity exists, Advocates will advocate on Candidate's behalf to help them get a foot in the door of a career opportunity</p>
<p>What information do we collect and why do we need it?</p>	<p>So that we can provide you with the support you need, we need to collect some information about you. Some things will be obvious but if you have any queries, about any of the information, we ask you for or why we need it then please ask us.</p> <p>The type of information we collect, and hold will include:</p>

	<ul style="list-style-type: none"> • Name • Date of birth • Address • Email address • Contact number • Education <p>We may ask you to give us some more sensitive information (also known as 'special category data') like your gender, age, ethnicity, sexual orientation, religion and/or any disabilities.</p> <p>We will explain to you why we need this information and you can refuse to give it if you do not wish to do so.</p>
<p>What law applies and which bits set out the legal basis for us to collect and hold your personal information?</p>	<p>The two main pieces of law that apply are:</p> <ol style="list-style-type: none"> 1. The EU General Data Protection regulation 2016 (also known as GDPR), and 2. The Data Protection Act 2018 <p>We do have to have a legal basis for processing your information and this is:</p> <ul style="list-style-type: none"> • Performance of a contract (GDPR Article 6.1b) • Individual consent (GDPR Article 6.1a) <p>The 'special category data' that we collect must meet even more of a legal test and our legal basis for collecting this is:</p> <ul style="list-style-type: none"> • Explicit consent (GDPR Article 9.2a). • Section 10(3) of the Data Protection Act 2018 by virtue of Schedule 1 Part 2 (18) as the processing is necessary for the safeguarding of children and individuals at risk. <p>The Information Commissioner's Office has given further guidance that sets out when these conditions can be used as</p>

	<p>the legal basis for processing your information and this can be supplied to you if you wish to see it.</p>
<p>Where did we get your data from?</p>	<p>All the information we collect you will provide directly to us.</p>
<p>Who will we share your information with?</p>	<p>Some details we hold on you may from time to time need to be shared with our funding partners who are:</p> <ul style="list-style-type: none"> • The Skinners’ Company • The Clothworkers’ Company • Paul Hamlyn Foundation <p>Monitoring and evaluation processes are vital to Inspiring Connections to ensure that we continue to support and deliver an effective Service. As part of those processes we like to include case studies with our monitoring reports. These are always anonymised, and we ensure we have your consent prior to doing so.</p> <p>For evaluation purposes, you are asked to complete an impact survey, the results of which are amalgamated and fed into the monitoring reports.</p> <p>Where we wish to share any information to help us support you with any other agencies, we will only do this with your consent.</p> <p>We may have to share information if we are legally obliged to do so, for example where we have serious concerns about your safety or that of someone else associated with you. In these cases, we would share the relevant information with</p>

	<p>safeguarding organisations (Social Service, the Police or any other Emergency Service) if you or anyone else is at risk of harm. We will only share information where the law allows.</p>
<p>How long will we hold on to your information for?</p>	<p>Your information will be held for the period of time that your file is 'live' with us. We then hold your information for a further 6 years once your file is closed.</p> <p>Sometimes there may be legal reasons we have to retain the information for a longer specified period of time and there may also be circumstances where it is appropriate within legal and best practice requirements to retain the information for a longer period but you will be informed of this.</p> <p>Your information will be kept digitally on a secure drive and only people that will have access to your information are staff within Inspiring Connections.</p>
<p>What happens if the information in the records is wrong?</p>	<p>You will need to be specific about what information you think may be wrong and why, along with what you think we should do to correct it. If we cannot amend your record in the way you would like, we will explain the reason for this. We will always mark disputed records to show that the record is disputed. You will be able to see a copy of your amended record.</p>
<p>What rights do you have over the information that we hold on your behalf?</p>	

You have a number of rights over your data that we are required by law to uphold. You have the following rights:

- **The right to be informed** - how we will use your information
- **The right of access** – how to access information we hold about you
- **The right to rectification** – request that information that is held about you and is inaccurate or incomplete be rectified
- **The right to erasure** – requests that under special circumstance information held on you may be removed or deleted if applicable
- **The right to restrict processing** –Block or suppress processing of information about you
- **The right to data portability** - Obtain and re-use information held about you for your own purposes across different services if applicable
- **The right to object** - Object to processing of information about you
- **The right to withdraw consent** - at any time where your information is being processed based on that consent.
- **The right to lodge a complaint with the Information Commissioners Office (ICO)**

If you would like to request a copy of the information we hold about you, please contact DPO@catch-22.org.uk

If you think the information we hold on you is wrong, please contact us on DPO@catch-22.org.uk.

If you have any questions about this privacy policy or of our treatment of your personal data, email dpo@catch-22.org.uk or write to:

Data Protection Officer
Catch22
27 Pear Tree Street
London
EC1V 3AG

If you feel we have not processed your data correctly and in accordance with GDPR and the Data Protection Act 2018, you have the right to make a complaint to the Information Commissioners Office (body that regulates Data Protection). Please visit

<https://ico.org.uk/> or call **0303 123 1113** in order to lodge a complaint with the regulator.