

DFN PROJECT SEARCH UNIVERSITY OF ABERDEEN

PRIVACY NOTICE

DFN Project SEARCH University of Aberdeen is providing you with this information so you know how we collect personal data (information) about you, what we do with it and why. This document – our Project Search privacy notice – will tell you about our processing and about the rights you have in relation to how we use your data. It will also provide you with the details of who to contact if you have any questions or concerns.

Who are we?

DFN Project SEARCH University of Aberdeen is a one-year internship programme, based on an international model which originated in the Cincinnati Children's Hospital in the USA, supporting young people with additional needs to gain skills and experience to go on to employment.

DFN Project SEARCH University of Aberdeen commenced in September 2013 and is hosted by the University of Aberdeen on the King's College campus. Partners involved in the programme are:

- University of Aberdeen
- North East Scotland College (NESCol)
- Values Into Action Scotland Ltd (VIAS)
- Skills Development Scotland
- Aberdeenshire Council
- Department of Work & Pensions

Representatives from each partner organisation involved in the programme have agreed to handle all personal information responsibly and in line with their employing organisations' policies and procedures in terms of data protection legislation.

Each partner organisation is a data controller for its own data processing purposes however for the purposes of enabling data subject requests, NESCol will be the main contact point and will liaise where and when required with other partner.

The NESCol Data Protection Officer (DPO) is Jacqueline Gillanders and you can contact her by email at: J.Gillanders@nescol.ac.uk .

Why do we collect and use information about you?

We collect and use your personal information in order to administer the DFN Project SEARCH University of Aberdeen programme. In particular we use your information to:

- Assess your application to join the programme and ensure your eligibility
- Manage your activity while on the programme
- Provide you with support on the programme
- Provide support and signpost you to relevant agencies
- Comply with conditions set out by external agencies e.g. DFN Project SEARCH, Project SEARCH USA and external funders to inform statistical reporting and determine the success of the DFN Project SEARCH programme

Our lawful basis for the processing

There are several lawful bases on which we process your personal information. These are:

- to fulfil our contractual relationship with you;
- to comply with our legal obligations under equalities legislation; and
- with your explicit consent, to process information about your health and support needs in order to provide you with support on the programme and in finding a job.
- To protect your vital interests in the event of an emergency

What information do we collect about you?

We collect the following information about DFN Project SEARCH Interns:

- Your name and date of birth
- Your contact details – address, phone number, email address
- Your identity - nationality, gender, National Insurance number
- Your education - schools attended, dates, qualifications gained
- Your work information - references, work experience (including voluntary work)
- Your benefits entitlement(s)
- Your work/portfolio activities – including notes of Employment Planning Meetings and personal skills assessments
- Qualifications and/or certificates you achieve
- Progress reports from supervisors in internships
- Post-graduation and positive destination data – including salary, hours worked and job title

We also ask for some 'special category data', which means information which is more sensitive. We will ask you about:

- Ethnicity
- Disability and health data – including medical history and any learning support needs
- Sexual orientation
- Religious beliefs

How do we collect information about you?

We collect this personal information about you:

- When you complete and submit your application to join the programme
- When you participate in the programme
- When you leave the programme through after-care support

Who your information will be shared with and why?

Your information is shared amongst the partners of DFN Project SEARCH. Each partner will have access to applications received from those wishing to join the programme, for recruitment purposes. This does not include equal opportunities monitoring information, which will remain with NESCol as the education provider (the institution with which the students are enrolled). Equal opportunities monitoring data will not be shared with Project Search partner; anonymised data will be shared with the Scottish Funding Council (SFC) and with the DFN Project SEARCH programme provider.

If you are unsuccessful, we may pass your information on to other local services and providers as part of our signposting efforts, with your consent.

If you are successful, we will share some of your personal and course progress information with representatives of partner organisations to ensure that you are provided with the support you need during the programme and in making the transition to after-care support if you graduate before finding a job.

Any additional support needs that you may have may be communicated to prospective employers as part of the induction/employment process, but this would only be provided with your consent.

We will also share relevant information with awarding bodies relevant to your course administered by North East Scotland College such as the Scottish Qualifications Authority (SQA) and City and Guilds.

We may disclose personal information to other recipients in exceptional circumstances or when required to do so by law.

Under the terms of our licence and funding arrangements, we are required to provide anonymised statistical data to external agencies, including DFN Project SEARCH and funding bodies, on an annual basis (to inform statistical reporting and determine the success of the DFN Project SEARCH programme) but you will not be able to be identified from this information.

How long do we keep your data?

Information about programme applicants and participants will be kept for 3 years from completion of the programme, or your last contact with DFN Project SEARCH.

Do we use automated decision making processes, including profiling?

We do not use any automated decision making.

Your rights

You have rights to obtain a copy of your personal information, and to ask us to correct inaccurate or incomplete personal information. You may also withdraw your consent at any time where we process your information about your support needs.

Under certain conditions, you can also ask us to take the following action:

- restrict the way we use your personal information
- object to our use of your personal information
- erase your personal information
- provide you with a portable electronic copy of personal information.

These rights depend on our lawful basis for processing your personal information. This means we may not be able to comply with your request in every case. If we cannot do as you ask, we will always reply to you and explain our position.

There is no charge to make a request and we will respond to requests within a month.

You can ask about your privacy rights or make a request about your personal information by contacting a member of the on-site team:

Email: dfnprojectsearch@abdn.ac.uk

Post:

DFN Project SEARCH University of Aberdeen
Project SEARCH Classroom
Butchart Building
University Road
ABERDEEN
AB24 3UT

If are dissatisfied with the way we have handled your personal information or dealt with your data protection issue, you have the right to lodge a complaint with the Information Commissioner. The Information Commissioner's Office can be contacted via their website at www.ico.org.uk/concerns/.