

Privacy Notice

Salford Supported Employment Contract

Contents

Who is delivering the Salford Supported Employment Contract?	3
What is the Salford Support Employment Contract?.....	Error! Bookmark not defined.
How will your information be used?	3
What do we do to make sure your information is secure?	4
How long will we keep your information?	4
Information Rights	5
Using your Information	6
Sharing your information	6

Who is delivering the Salford Contract?

The Salford Supported Employment Contract is led by Pure Innovations and Commissioner of the service is Salford Council.

How will your information be used?

The contract allows self-referrals, professional referrals as well as third party referrals. Information is collected via the referral form and you will then be contacted within 10 days at which point a person centred triage will take place to agree next steps and see which partner would be suitable for you. Your information will only be shared with those that need to know and only for the purposes we explain here.

When your information is shared to help you on the programme, it will only be used on a “need to know” basis. Only the minimum amount necessary is shared to support your access to services.

What do we do to make sure your information is secure?

All the information you provide as part of this programme will be kept securely. Pure Innovations are required to keep your information safe. To do this we comply with a number of information security standards. We want you to know that your information will be subject to strict measures and procedures to make sure it can't be seen by anyone who shouldn't see it.

The protections that are in place include:

- All staff have to comply with Information Security policies and procedures. These set out how your information is protected by using technology
- All laptops are encrypted and will need a unique logon password and ID to be able to get onto the computer systems
- All non-moveable computers also need a unique logon password and ID to be able to get onto the computer systems
- The servers that your information is stored on are encrypted and protected to strict international standards
- Limiting access to your information by the role of the person. That means if they are not the right specialist in the right team of people, they will not be able to see your information
- Staff will have undergone employment checks
- All staff receives specific training around how to handle information properly
- Any data transfer will be secure, for example, using encryption.

How long will we keep your information?

Pure Innovations must keep your information for a set period of time to comply with different laws, regulations and guidance. To make sure this is done properly we have policies that list the length of time they will hold information.

There may be times where laws do not specify how long information must be kept for. When this happens, we will use recommendations from legal advisors. We will also work with other specialists to decide how long it is necessary to keep it for. All decisions that are not based on legal requirements need to be justified

The information collected as part of you taking part will be kept until for 8 years from the end of contract (31/03/27 +8 years)

Information Rights

Under data protection laws, you have various information rights. These include:

- Requesting copies of your information.
- Raising concerns if you think your information is not being used properly.
- Making sure your information is accurate and up to date.
- Objecting to how your information is being processed.
- Asking for your information to be forgotten.

We'll try our best to fulfil your request, but there may be some situations where we will not be able to do this in full. For example, where information relates to other people.

When requesting your personal information, you will be asked to provide the following information:

- Your full name, address and contact telephone number
- Any information used by the organisation to identify or distinguish you from others of the same name (account numbers, unique identifiers etc.)
- Details of the specific information you require and any relevant dates

The Information Commissioner's website (<https://ico.org.uk/for-the-public/>) has more details about your rights when asking for your information. They also have a template letter for you to use.

If you feel your information is not being used appropriately, please raise your concerns with your named worker or their manager.

If you are not comfortable doing this you may email the Data Protection Officer at the relevant organisation:

Pure Innovations – Liam.Doran@pureinnovations.co.uk , 07802 492019

I am Autism - Nick.Foster@i-am-autism.org.uk, 0161 866 8483

Respect for All – Spalmer@respectforall.org.uk, 0161 532 4070

Using your Information

As someone that is taking part in the programme Pure Innovations and Salford City Council will have access to your information. Each time you meet your named worker they will ask you some questions about yourself, and keep records of the services and support you receive. This is to help us ensure that the services and support we are providing are helping you and are having a positive impact. All of this information is held securely in your records.

To support the delivery of this service Pure Innovations will use information for any of the following purposes:

- The provision of health care services
- Supporting and managing our employees
- Corporate administration and all activities we are required to carry out as a Controller and public authority
- Internal financial support and corporate functions
- Public health purposes about patients or healthcare
- Investigating complaints
- Maintaining our own accounts and records
- Promoting the services we provide
- Prevention of fraud and crime

Sharing your information

The Salford Contract is meant to provide you with the support you need. There may be occasions when we feel that a referral to another service or specialist may benefit you. We will seek your consent before making any referral.