

REFUGEE EMPLOYABILITY PROGRAMME – PRIVACY INFORMATION NOTICE FOR INFORMATION AND AWARENESS

Privacy Notice

Your personal information, for the purposes of your enrolment onto and journey through the Refugee Employability Programme (REP) service, will be processed by **Get Skills Employment & Skills Limited** and held by the Home Office, 2 Marsham Street, London, SW1P 4DF.

The Home Office is the controller of this information. This also includes when it is collected or processed by third parties on our behalf. The Home Office has an appointed Data Protection Officer (DPO) to help ensure that we fulfil our legal obligations when processing personal data. The DPO can be contacted at:

Office of the DPO
Home Office
Peel Building
2 Marsham Street
London
SW1P 4DF
Email: dpo@homeoffice.gov.uk

The type of information we collect and why

The REP has been established to support people like you help build your long-term lives in England. The service will provide you with employment, English language and integration support with the objective of supporting you into sustained (long-term) employment.

To support you and to assess whether we are achieving the objectives of the REP service, the Home Office and its partners will collect and process the following information about you “personal data”:

- Forename & surname
- Sex
- Date of birth
- Address
- Nationality
- Primary language
- Route of entry (resettled or asylum)
- Date of asylum grant
- Contact details (inc. email address/phone number if relevant)
- Biometric Residency Permit (BRP) number and date of BRP Issue
- National Insurance Number (NINO)
- Disability/Accessibility needs
- Caring responsibilities

We collect this information so that we can:

- assess your eligibility for the REP service
- record your accessibility requirements to ensure the service can be tailored to your needs
- record your learning requirements in your Personal Development Plan
- collect/update your records regarding:
 - your employability journey
 - your English language journey
 - your integration journey
 - your location (to make sure we are continuing to pair you with your local Service Provider)
- record your learning outcome
- record your employment outcome
- record your exit from the service

We will also collect information so that we can understand the effectiveness of the REP service and to help us make decisions about the design and delivery of the service for the future. Additional personal data we may collect:

- Your education and any previous employment records
- Your current employer & type of employment
- The start date of your employment

Other organisations we may share your data with

The Home Office may share your information with other organisations in the course of carrying out our functions, or to enable others to perform theirs.

These include:

- Evaluation agency IPSOS UK, together with their Consortium partners, RAND Europe and Renaisi, are helping the Home Office assess the success of the REP in supporting people like you into sustained employment. This processing will include linking the REP data collected by **Get Skills Employment & Skills Limited** to other data collected by the evaluation, such as survey responses. This processing may also include linking the REP data collected about you to other data collected by the Home Office, Department for Work and Pensions, and HMRC. The data used for the matching will be kept to the minimum needed to conduct the analysis. The matched dataset will be held on encrypted servers, accessed by named analytical staff and used for research purposes only, and will not be passed onto any other organisation, including the Home Office.
- IPSOS UK may, from time-to-time, send you surveys to help understand your thoughts about the REP service and how it may be improved. Your feedback is very welcomed, but you do not have to complete these surveys to remain active on the REP service.

- Education providers – In order for **Get Skills Employment & Skills Limited** to give you the best support available, they may provide your personal information with local Education providers. This is to make sure we are able to give you the best educational resources possible and support your development.

The Home Office [Personal Information Charter](#) explains how the Home Office looks after information that is provided to us, including stating that the Home Office may use information we hold about you to:

- undertake statistical and analytical analysis.
- undertake research, including social and ethnographic research.

How we store your data

Your information is securely stored.

We will keep your personal information for as long as required for IPSOS UK, RAND Europe and Renaisi, for a maximum of 7 years. We will then dispose your information by closing and permanently deleting the site on which your information is held. We will ask all processors to take the same action on their systems.

- Forename & surname
- Sex
- Date of birth
- Address
- Nationality
- Primary language
- Route of entry (resettled or asylum)
- Date of asylum grant
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- National Insurance Number (NINO)
- Disability/Accessibility needs
- Caring responsibilities
- Record your exit from the service including;
 - Your education and any previous employment records
 - Name of employer & type of employment
 - Start date of employment

The legal basis for processing and holding your information

We have a duty to safeguard and ensure the security of your personal information. We do that by having systems and policies in place to limit access to your information and prevent unauthorised disclosure. Staff who access personal information must have appropriate security clearance and a business need for accessing the information, and their activity is subject to audit and review.

We are only allowed to use, gather and share personal information where we have an appropriate legal basis to do so under the UK General Data Protection Regulations (UK

GDPR) or the Data Protection Act 2018. The Home Office collects and processes personal information to fulfil its legal and official functions. We will only use personal information when the law allows us to and where it is necessary and proportionate to do so.

The legal basis for the processing of your data will, in most cases, be Article 6(1)(e) of the (UK GDPR) – that is, that the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

At points, for example in considering your eligibility for the REP service and verifying your identity, we also process special categories of personal data on the basis of Article 9(2)(g) of the UK GDPR where the processing is necessary for reasons of substantial public interest.

Your rights under UK GDPR legislation

Requesting access to your personal data

You have the right to request access to the personal information the Home Office holds on you. This is known as a “subject access request”. This means that you can receive a copy of all personal data and any other supplementary information we hold on you in relation to the Refugee Employability Programme.

If you want to exercise these rights, please email the Subject Access Request Team at: subjectaccessrequest@homeoffice.gov.uk

Postal applications may be made at:

Subject Access Request Unit
Lunar House, 40 Wellesley Road
Croydon
CR9 2B0059

The Subject Access Request Team will do their best to issue this information to you without delay, and within one month of receipt of the access request.

Right of rectification of data

Under UK GDPR Article (5)(1)(d), you have the right to request rectification of personal data the Home Office holds on you. This means that you have request to have inaccurate personal data changed or updated or completed if it is incomplete.

If you want to exercise these rights, please email your local REP Service Provider at: dpo@getsetuk.co.uk

Your Service Provider will do their best to action your request without delay, and within one month of receipt of the rectification request.

Right to restrict processing of data

You have the right to request to restrict or suppress personal data the Home Office holds on you.

This means that you can limit the way that the Home Office use your data. Please note that limiting the way that the Home Office use your data can affect our ability to provide our service offering to you.

This means that, if your request is successful, on a temporary or permanent basis the Home Office will no longer process your data but may still store your data for a period of time.

If you want to exercise these rights, please email local REP Service Provider at:
dpo@getsetuk.co.uk

Your Service Provider will do their best to action your request without delay, and within one month of receipt of the restriction of processing request.

Right to object to processing of data.

You may have the right to object to the processing of your personal data by the Home Office.

This means you can give your reasons for making this request and this will be considered. If granted, please note that not having access to your data will affect our ability to provide our service offering to you. This means that you may be refused entry to the service or withdrawn from the service if already onboarded.

If you want to exercise these rights, please email local REP Service Provider at:
dpo@getsetuk.co.uk

Your Service Provider will do their best to action your request without delay, and within one month of receipt of the objection of processing request.

Questions or concerns about personal data.

If you have any questions or concerns about the collection, use or disclosure of your personal information in the first instance please contact your local REP Service Provider. They will be able to discuss your concerns and give you more information about how they will capture, store and use your personal data to help provide the REP Service.

If you are not completely satisfied that your questions or concerns have been addressed, please contact the Home Office's Data Protection Officer at:

Office of the DPO
Home Office
Peel Building
2 Marsham Street

London

SW1P 4DF

Email: dpo@homeoffice.gov.uk

You have the right to complain to the Information Commissioner's Office (ICO) about the way the Home Office is handling your personal information. You can call the ICO on 0303 123 1113, or you can find further information on their website: <https://ico.org.uk/>.