

YOUTH GUARANTEE

Funded by **UK Government**



Your Privacy and the Jobs Guarantee Programme

1. Who we are...

The Jobs Guarantee is a fully funded government programme, backed by the Department for Work and Pensions (DWP) and part of the Youth Guarantee. It gives employers across Greater Manchester the opportunity to offer a six-month paid work placement to a young person aged 18 to 21.

The Jobs Guarantee programme will be delivered by The Growth Company on behalf of DWP in Greater Manchester. The Growth Company will be responsible for sourcing suitable jobs, providing pre-employment training and wraparound support to Participants, as well as reimbursing employers for onboarding costs and wage related costs.

DWP are the Data Controller for the Personal Data shared under the Jobs Guarantee Scheme. The Growth Company will act as DWP's Data Processor and shall process Personal Data only on DWP's documented instructions.

2. What information we collect

We collect the following personal data:

- Title, Name, Surname and Other Names
- Address
- Digital identifiers (email)
- Contact details
- Date of birth
- UC Claimant ID
- Details of Universal Credit work search requirements
- National Insurance number
- Gender
- Ethnicity
- Employment and Education status
- Household and benefits information
- Other special category data including racial/ethnic origin, sexual orientation, and health information.
- Placement and Employment details

Sometimes, we may need to check your ID to confirm who you are and that you're eligible for support. We'll record reference numbers from your documents, but we won't keep full copies.

3. How we collect and share your information

DWP collect your information and share it with us (GC) so we can run the programme properly.

Your information is used to monitor programme delivery, assess performance, evaluate outcomes, understand best practice, support strategic analysis, and inform future commissioning. Aggregated, non-personal data may also be used for auditing by national funders.

Information is shared securely between DWP and GC. Evaluation partners may also receive pseudonymised data to support evaluation purposes.

We only share your data when it's necessary and always follow data protection laws to keep it safe.

We all work together to make sure your data is handled properly and is shared via encrypted email. GC will not disclose DWP data to any other organisation unless for the purpose of administering the Jobs Guarantee Programme or permitted in law

4. Who controls your data

Your data is looked after by:

- DWP
- The Growth Company

5. Why we're allowed to use your data

We use your data because:

- It helps us carry out work that's in the public interest - the processing is necessary to perform a task in the public interest or for DWP's official functions, and the task or function has a clear basis in law – UK GDPR Article 6 (1) (e).
- It helps us meet Jobs Guarantee Programme rules and improve services for people in Greater Manchester.
- We also collect some sensitive data (like health information) because it's important for public services and support. Special Category Data is processed under UK GDPR Article 9 – (2) (b). Criminal offence data processed under Part 1 (1) of Schedule 1 to the Data Protection Act 2018 - Employment and Social Security (processing is permitted if necessary for complying with legal obligations in employment or for social protection, such as running background checks or ensuring health and safety). DWP, as the Data Controller, has the appropriate policy document set out in legislation in place for processing Special Category and Criminal Offence Data.

6. Keeping your data safe

We take your privacy seriously. We use secure systems and train our staff to handle your data properly. Where we work with other organisations to collect or process your data, we make sure they follow strict rules too.

7. How long we keep your data

We'll keep your data for up to **6 years** after the programme ends, so we can evaluate how well the programme worked. After that, we'll securely delete it.

8. Your rights

You have rights over your personal data. These include:

- **Access** – You can ask to see what data we hold about you
- **Correction** – You can ask us to fix anything that's wrong or incomplete
- **Deletion** – As all information is processed with Public Task as the Lawful Basis for Processing, then the right to erasure does not apply.
- **Restriction** – You can ask us to limit how we use your data in some cases
- **Objection** – You can say no to certain types of data use in some cases
- **Portability** – As all information is processed with Public Task as the Lawful Basis for Processing, then the right to data portability does not apply.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request, please contact us at:

Email: DPOfficer@growthco.uk

Postal: DP, The Growth Company, Lee House, 90 Great Bridgewater Street, Manchester, M1 5JW

As GC are a data processor, any requests will be passed to DWP, under their Personal Information Charter, for consideration and response. www.gov.uk/dwp/personal-information-charter.

9. How you can make a complaint?

If you are not satisfied with how GC is using the information we hold about you, please contact our Data Protection Officer by emailing: DPOfficer@growthco.uk

If you are still not satisfied with the GC or DWP's response to any request to exercise your individual rights or if you believe that we are not processing your personal data in accordance with the law, you can contact the Information Commissioners' Office by:

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113