

Vennture Building Better Opportunities

Consent to share personal information and how it will be used

What is Building Better Opportunities? How can it help me?

The project delivers a range of activities to help people gain confidence, learn new skills and move towards employment and will:

- Provide you with a staff member (Link Worker), and volunteer who will assist you through mentoring,
- Make sure that all the agencies and organisations that can help you, talk to each other and work together to make a real difference to your life.

Information held about you

In order to provide a mentoring service to you, it is necessary for us to collect and hold personal information about you in various formats, including in electronic and paper format. This information will include:

- basic details about you such as address, telephone number, other names you go by,
- contact we have had with you, such as home visits, meetings, etc
- agencies or services you have accessed, such as social services, housing, the police or NHS, what contact you have had with them and why,
- other sensitive or personal information you choose to share with us.

All personal data held, is processed in accordance with the provisions of the Data Protection Act 1998. For rights of access to the data we hold about you, please see the section entitled "Right of Access to Personal Information". The Data Controller for this information is Herefordshire Council.

How will we use the information we hold about you?

We will collect information about you (where applicable) to:

- Ensure we have contact information for you
- Make decisions on how Vennture can assist you
- We may share your information with other services/agencies where this will benefit you or where we believe you may be at risk of harm or harming others.



Landau

BBO Herefordshire

where will **your** journey take **you**?



**NATIONAL
LOTTERY FUNDED**



European Union
European
Social Fund

Who we will share your information with?

We may share your information with partner organisations, including:

- LANDAU
- The organisation that referred you to Vennture e.g. Department for Work and Pensions

Subject to strict agreements describing how it will be used, your information may also be shared with:

- Housing associations of which you are currently or were previously a tenant
- Housing solutions
- Addaction (drug and alcohol service)
- Probation
- Homepoint
- Stonham
- 2gether
- The Department for Work and Pensions
- Other services or agencies who might be able to assist you

We will not normally share your information with organisations other than our partner organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

What do I need to agree to?

Declaration: I agree that...

- I want to receive support from the People First Programme through Vennture and other agencies and organisations that can help me.
- I understand that my personal details may be shared with partner agencies as stated in the privacy notice
- I also consent to my National Insurance number being shared as part of the programme.
- I will let Vennture know, in writing, if I wish to withdraw from consent for personal information to be shared. This may mean that I am no longer able to be part of the Programme and that I may no longer get the help that I have been receiving.

Name <i>Please print</i>	Signature	Date	Date of Birth	National Insurance No.

Any limit to the consent given?

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Right of Access to Personal Information

Under the provisions of the Data Protection Act 1998, you have a right to request a copy of any information we hold about you. Prior to May 2018, we may make a charge of up to £10.00 for provision of non-healthcare and non-educational related information and up to a maximum of £50.00 for any healthcare or education records. Due to changes in data protection regulations, there may not be a charge after this date. If you wish to request access to your information, please contact:

The Information Governance Team
Herefordshire Council
Plough Lane
Hereford
HR4 0LE
informationgovernance@herefordshire.gov.uk

Importance of providing accurate information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services.

If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Questions

If you have any questions or concerns about how your information is used, please contact The Data Protection Officer, Herefordshire Vennture

Steve Grisman
Data Protection Officer
Venn Legacy Centre
45 Venns Lane
Hereford HR1 1DT
enquires@vennture.org.uk

How long do we keep your records?

We will only keep your information for the minimum period necessary, as outlined in our record retention schedules. All information will be destroyed under confidential conditions.

Further information about Data Protection

More information about the Data Protection Act and your rights under it can be found on the Information Commissioner's Office website at www.ico.gov.uk.