

## Privacy Statement

### Internships Work: Local Authority Grants

#### About the project & this privacy statement

Internships Work is a Department for Education (DfE) funded programme to increase the number and quality of supported internships (SIs) on offer for young people with a special educational need or disability (SEND). You can read more about Internships Work here: <https://www.ndti.org.uk/projects/internships-work>

Internships Work is a consortium programme led by NDTi, with our partners DfN Project SEARCH and the British Association for Supported Employment; NDTi will also be supported by Family Fund (FFBS).

There are different elements to NDTi's involvement this project; this privacy statement covers the data that will be collected and processed during our activity to administer and monitor section 14 grants to LAs across England.

#### Information you need to know

The National Development Team for Inclusion (NDTi) is a not-for-profit organisation working to enable people at risk of exclusion, due to age or disability, to live the life they choose. NDTi has been working with communities, government, health and social care professionals for 25 years to ensure that people with disabilities of all ages are given choice and control over their own lives. Further information about NDTi can be found at: <https://www.ndti.org.uk>

NDTi is the Data Controller for your information.

The Data Protection Officer is: Sally Richens, Director of Resources, NDTi, 4 Queen Street, Bath, BA1 1HE. Telephone: 01225 255268 | Email: [office@ndti.org.uk](mailto:office@ndti.org.uk)

The representative and main point of contact for this project or activity is Julie Pointer, Programme Lead - Children & Young People, NDTi, 4 Queen Street, Bath, BA1 1HE. Email: [julie.pointer@ndti.org.uk](mailto:julie.pointer@ndti.org.uk)

This privacy notice explains how we use your personal information and your rights regarding that information.

## What information are we collecting?

The following data will be collected for each LA:

- LA Name
- LA Region
- Finance Lead's Name, Job Title, Postal Address, Email Address & Telephone Number
- Authorised Signatory's Name, Job Title, Postal Address, Email Address & Telephone Number (if different from the Finance Lead)
- Activity Lead's Name, Job Title, Email Address & Telephone Number
- Name of Bank
- Bank Address
- Bank Account Name
- Sort Code
- Account Number
- LA Funding Amount
- Grant Spend & Use

## Why are we collecting your data?

NDTi will collect and process data for the administration and monitoring of section 14 grants to LAs. Collecting and processing this data will ensure that NDTi can:

- send the section 14 grant offer letter to the relevant person/s
- hold accurate banking information
- make a BACS payment of the grant directly to the LA bank account
- follow up with the relevant LA Finance Lead about grant spend and use

## How will we use this data?

The grants are to ensure LAs can strengthen and build capacity in their SIs programme. Following receipt of the grant agreement from LAs, those meeting the grant requirements will be transferred their allocation from NDTi on behalf of the DfE. NDTi will use data to monitor the grant use and reclaim any unspent or misused funds.

## What is the lawful basis for processing the data?

NDTi has a **contractual obligation** to collect and process personal information for key contacts responsible for the authorisation, spending and reporting of the LA section 14 grants for its use to be monitored and for support to be given to achieve the agreed outcomes.

## If we are sharing your data with others, who are we sharing it with?

NDTi will regularly report to the DfE about use and spend of the section 14 grant; in these circumstances, personal data will only be shared with DfE with the individual's consent.

DfE retain the right to take further action to recoup unspent or misused grant monies, should reasonable measures undertaken by NDTi be unsuccessful; in these circumstances, information for key LA personnel will be shared with DfE for this purpose.

NDTi will share LA banking information with FFBS through a secure portal/SFTP (FFBS are certified to Cyber Essentials Plus standard) for the purposes of payment verification and processing.

## How will we ensure your data is safe?

Data will be stored electronically on NDTi's secure server. NDTi's systems are compliant with the official level of the Government Security Classifications Scheme. NDTi's systems also meet the requirements as outlined within the Cyber Essentials Scheme and are compliant with the General Data Protection Regulations (2018).

Access to data collected will be restricted, and only members of the NDTi team working on the project will be able to access it.

Where external systems are used to collect data (for example, Microsoft Forms), privacy statements pertinent to the platform used will be made available to those sharing information.

Financial information and data necessary for the set-up, processing and payment of grants will be retained for seven years after the grant programme closes.

## What are your rights and how can you enforce them?

Your rights are detailed below. You can exercise your rights at any time, by making a request to NDTi's Data Protection Officer either verbally or in writing using the contact details provided on page 1.

### **The right to be informed**

We must provide you with information including: our purposes for processing your personal data, how long we intend to keep your personal data, and who, if anyone, we will share it with.

### **The right of access**

NDTi have processes in place to ensure that we respond to a subject access request without undue delay and within one month of receipt.

### **The right to rectification**

You have a right to have inaccurate personal data we hold about you rectified or completed if it is incomplete. We have one calendar month to respond to your request. In certain circumstances we can refuse a request for rectification.

## How can you complain to the Information Commissioner's Office?

Whilst we encourage you to discuss any concerns you may have about how NDTi holds or processes your data with our Data Protection Officer, you have the right to complain directly to the Information Commissioner.

The Information Commissioner can be contacted:

**By post:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**By calling:** The ICO helpline on 0303 123 1113

**By visiting:** <https://ico.org.uk/concerns/>

## How will you keep this privacy policy up to date?

We regularly review and, where necessary, update our privacy information.

If we plan to use your personal data for a new purpose, we will update the privacy information we provide and communicate the changes to you before starting any new processing.

An up-to-date privacy notice for this project will be stored at:

<https://www.ndti.org.uk/assets/files/Privacy-Statement-Internships-Work-LA-Grants.pdf> in order that you may refer to it at any time.