

Privacy Statement

Internships Work: Programme Management & Coordination

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 DfE Project SEARCH and the British Association for Supported Employment; NDTi will also be supported by Family Fund.

There are different elements to NDTi's work involvement this project; this privacy statement covers the data that will be collected and processed during our activity to management and coordinate the project.

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

The representative and main point of contact for this project or activity is Kieran Watt, Programme Manager – Internships Work, NDTi, 4 Queen Street, Bath, BA1 1HE. Email: kieran.watt@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 personal data will be collected:

- Contact names, email addresses and telephones number for partners' colleagues
- Partners banking information
- Change stories (blogs, case studies, podcasts and videos containing personal stories about an intern or employer's experiences of SIs)

Why are we collecting your data?

NDTi will collect and process data for the management and coordination of the project.

How will we use this data?

For the coordination and facilitation of the project, including arranging meetings, reporting to the DfE and paying partners.

What is the lawful basis for processing the data?

NDTi has a **contractual obligation** to collect and process personal information for key contacts responsible in order to fulfil our contract with the DfE and to pay partners for their elements of the work.

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

NDTi will regularly report to the DfE and arrange meeting with our key contacts there.

How will we ensure your data is safe?

Your personal information 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 the information 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), their privacy statements will be available to those sharing information.

Financial information will be erased by NDTi after seven years.

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 (contact details 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:

www.ndti.org.uk/assets/files/NDTi-Privacy-Notice-Internships-Works-Programme-Management-Coordination.pdf in order that you may refer to it at any time.