

WS4S Programme - Data Protection Terms and Conditions

Please read this agreement fully before making a referral to Wiltshire Skills4Success.

The place on the Wiltshire Skills4Success Programme (WS4S) that you are being offered is funded by Action for Wiltshire. Wiltshire Council, as the Lead Accountable Body, and Community First/Youth Action Wiltshire as the delivery body may be required to transfer or use the following personal data:

- Your name (or school/college name where appropriate)
- Your date of birth
- Your gender
- Your contact details
- Your post code
- Your National Insurance number
- The date on which your involvement in the project starts/started
- The date on which your involvement in the project ends/ended
- The outcome of your engagement with the project
- Your feedback/evaluation
- Your ethnicity
- Your individual support needs, if applicable
- Your current circumstances and background (including history of offending, if applicable)

Your personal data will also be included in the evaluation of the success of WS4S Programme and will be used to measure whether the scheme is successful or not.

To help assess and improve the effectiveness of the WS4S programme, we need your consent to supply your personal details to Wiltshire Council (the accountable body), to the Action for Wiltshire board/stakeholders and other relevant internal/external services and organisations (e.g. IYS, DCE and other referral organisations).

Any details you give us will only be seen by those listed above and will only be used for research into this scheme. When any reports are written no individual person or household will be identified and all data handling will comply with the Data Protection Act 1998. All information will be kept in a secure place and records will be destroyed after they are no longer required for research purposes. Any transfer of information will be by secure means.

Before completing the WS4S referral form, you must ensure that you have read the information above and understand why Wiltshire Council is required to share information about the programme. You must also ensure that you understand how that information will be used. If you are in receipt of any benefits, your entitlement to those benefits will not be affected whether or not you choose to give consent.