

## **Morrison Trust**

### **Privacy Notice for individuals accessing Morrison Trust Projects / Contracts**

Morrison Trust is a registered charity and company limited by guarantee. Our registered office is Morton Park Business Training Centre, Yarm Road, Darlington DL1 4PJ. Morrison Trust is committed to protecting the privacy and security of your personal information.

Morrison Trust is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

#### **DATA PROTECTION PRINCIPLES**

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

#### **THE KIND OF INFORMATION WE HOLD ABOUT YOU**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection, such as information about a person’s health or sexual orientation.

We will collect, store, and use the following categories of personal information about clients accessing Morrison Trust projects / contracts on the basis that it is necessary to deliver the project / contract:

Name; date of birth; address; telephone number; email address; NI number; employment history; training history; benefit information; Jobcentre Plus Advisor details; family, lifestyle and social circumstances; criminal history; evaluation/feedback on the service provided; risk information.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Gender;
- Disability;
- Ethnicity;
- Sexual orientation;

- Religion or belief.

## **HOW YOUR PERSONAL INFORMATION IS COLLECTED**

We will collect personal information from you when you register onto a Morrison Trust project/contract and at subsequent reviews.

## **HOW YOUR PERSONAL INFORMATION IS STORED**

Paper copies of data are stored in locked secure filing cabinets and electronic data is stored on a secure, password protected network.

## **HOW WE WILL USE INFORMATION ABOUT YOU**

We will use your information in the following circumstances:

To register you onto a Morrison Trust project/contract and record outcomes achieved (completing action plan, moving into work, sustaining in work) which will be reported to the project/contract funder.

Morrison Trust needs basic personal details to effectively support you to access training or employment and meet project or contractual requirements. Where possible we provide “prefer not to say” options on “special categories” of data.

To enable Morrison Trust staff team to contact you on a regular basis by telephone, text, email or letter and provide support including:

- Compiling action plans;
- Preparing a CV or job application;
- Contacting / canvassing potential employers;
- Sourcing and booking training courses with third party service providers;
- Contacting employers for evidence that you have started work including start date, if employment is not continuing the date your employment ended and, specific period of time worked;
- Sourcing additional support for you from third party agencies (only with your permission);
- Contacting your support worker/social worker/carer/foster parent (only with your permission).

Providing information as requested to original referral agencies eg: Jobcentre Plus.

For audit by the project / contract funder or Morrison Trust Accountant / Auditor.

To source additional information which will allow us to support you eg: Probation Service, Local Authority, Public Protection Unit.

For reporting purposes to project / contract funders.

For evaluation purposes.

Making financial claims to project / contract funders.

To verify qualifications with bodies such as the Learner Registration Service.

Personal Data will not be transferred outside of the EU.

We will not use your data for direct marketing purposes.

## **DATA SHARING**

We may have to share client data with third parties, including third-party service providers and funders / contract holders.

If withholding such information may cause serious harm. Where it is felt that an individual is at risk of harming themselves or another individual, Morrison Trust will disclose information to appropriate external authorities (Police, Social Services).

Where there is a legal requirement to disclose information.

We require third parties to respect the security of your data and to treat it in accordance with the law.

## **DATA RETENTION**

### **How long will you use my information for?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different projects / contracts are available in our retention policy. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

## **RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or

remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you as is appropriate, to ask us to suspend the processing of personal information about you for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Morrison Trust's Chief Executive in writing to Morrison Trust, Morton Park Business Training Centre, Yarm Road, Darlington DL1 4PJ.

### **No fee usually required**

You will not have to pay a fee to access your personal information (or to exercise any of the other rights).

### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **RIGHT TO WITHDRAW CONSENT**

In the circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Morrison Trust's Chief Executive. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **CHANGES TO THIS PRIVACY NOTICE**

We reserve the right to update this privacy notice at any time and will update the privacy notice on our website. We may also notify you in other ways from time to time about the processing of your personal information.

### **If you have any questions about this privacy notice, please contact:**

Diane Woodcock, Chief Executive, Morrison Trust

Telephone: 01325 387700

Email: [dwoodcock@morrisontrust.org.uk](mailto:dwoodcock@morrisontrust.org.uk)

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I confirm that I have received a copy of Morrison Trust's Privacy Notice and that I have read and understood it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_