**WORK EXPERIENCE PLACEMENT**

**PRIVACY NOTICE**

This privacy notice lets you know what happens to any personal data that you give to us or any data that we collect from or about you during your time with Platform Housing Group for work experience.

**In what circumstances are you processing my data?**

Platform Housing Group collects and processes personal data relating to work experience:

* To manage the work experience placement
* Where it is required for us to perform any legal or statutory obligations

We are committed to being transparent about how we collect and use that data and to meeting its data protection obligations.

**What information do you collect?**

Platform Housing Group collects and processes information about you. This includes (but may not be limited to):

* Your name, address and contact details, age and details of your emergency contact;
* Details of your educational establishment, skills, experiences and personal objectives
* Details of your working hours
* Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments

**How do you collect this data?**

We collect this information through the application and emergency contact details forms and through correspondence with you or through meetings.

**Where do you store my data?**

Data is stored in your work experience file.  Access to files that contain your personal data is restricted to only those who need access to the data for the performance of their roles e.g. the manager you work with, the Learning and Development Department.

**Why do you process my personal data?**

We need to process your data to ensure that we are complying with our legal obligations, for example, health and safety law.

In other cases, the organisation has a legitimate interest in processing data regarding your work experience placement.  This allows us to:

* Maintain accurate and up to date records and contact details (including details of who to contact in the event of an emergency)
* Ensure that it complies with duties in relation to individuals with disabilities and meet its obligations under health and safety law

Where we rely on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by your rights and freedoms and have concluded that they are not.

**Who has access to my data?**

Where there is a processing requirement your information will be shared internally, for example, with the manager you work with and the Learning and Development Department.

We may share your date with third parties that process date on our behalf in connection with:

* Any legal advice that may be required
* Fulfilling statutory requirements

Our information systems and the companies we deal with are based in the UK and are subject to the European General Data Processing Regulations. We will not knowingly transfer your data to countries outside the European Economic Area without suitable contractual agreements and obligations in place.

**How do you protect my data?**

We take the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, we do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

**How long do you keep my data?**

We will hold your personal data for the duration of your placement and for six years after the end of your placement.

**What are my rights?**

As a data subject, you have a number of rights. You can:

* Access and obtain a copy of your data on request;
* Require Platform Housing Group to change incorrect or incomplete data;
* Require Platform Housing Group to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* Object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
* Ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you wish to exercise any of these rights please contact:

Data Compliance Team

Progress House

Midland Road

Worcester

WR5 1DU

dpo@platformhg.com

If you believe that Platform Housing Group has not complied with your data protection rights, you can complain to the Information Commissioner.