

MPLOY SOLUTIONS LTD

Privacy Notice – (Young Person Summary)

WHAT IS THIS DOCUMENT FOR/WHAT DOES IT TELL YOU?

Many people who provide services you already use like doctors and teachers hold information about you. The reason they hold this information is to help make sure that you receive the services you are entitled to such as extra help with your learning or access to other professional support such as healthcare.

In order for us to provide services to you, we will need to hold and process personal information relating to you.

Mploy Solutions Ltd ("**we**" "**us**" "**our**") is committed to protecting the privacy and security of your personal information.

This is a Summary of our Privacy Notice to explain how we collect and use personal information about you before, during and after your work placement/Careers Guidance Interview etc., following the General Data Protection Regulation (GDPR).

If you want to read the full Privacy Notice, please visit our website. You can also request a copy by contacting:

Lauren Hodkinson, Mploy Solutions, Unit 9 Dalby Court, Gadbrook Park, Northwich, Cheshire, CW9 7TN

lauren.hodkinson@mploysolutions.co.uk

01606 42823 / 01606 828382

KEY POINTS

DATA PROTECTION PRINCIPLES

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

1. Used lawfully, fairly and in a clear way.
2. Collected only for valid reasons that we have clearly explained to you and not used in any way other than what we have told you
3. Relevant to the reasons we have told you about and used only for those reasons.

4. Accurate and kept up to date.
5. Kept only as long as necessary for the reasons 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 which that person can be identified from. 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.

HOW WE WILL USE INFORMATION ABOUT YOU

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform our duties in respect of the work/services that we have agreed to provide to you.
2. Where we need to perform a duty in line with the law..
3. Where it is necessary for our legitimate interests (where we are allowed, in line with the law, to provide work and careers related experiences

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further valid reasons for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your absolute written consent.
2. Where we need to carry out our legal obligations and in line with our Data Protection & Confidentiality Policy.
3. Where it is needed in the public interest, such as for equal opportunities monitoring, and in line with our Data Protection & Confidentiality Policy.
4. Where it is needed to check you can carry out your placement on health grounds, subject to appropriate confidentiality safeguards/protection.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

INFORMATION ABOUT CRIMINAL CONVICTIONS

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where we have to use your data to carry out our duties and provided we do so in line with our Data Protection & Confidentiality Policy.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

AUTOMATED DECISION-MAKING

Automated decision-making takes place when an electronic system uses personal information to make a decision without humans being involved. We are allowed to use automated decision-making in the following circumstances:

1. Where we have told you we will be using it and we have given you 21 days to request us not to.

2. Where it is necessary to perform the contract with you and appropriate measures are in place to safeguard/protect your rights.

3. In limited circumstances, with your absolute written consent and where appropriate measures are in place to safeguard/protect your rights.

If we make an automated decision on the basis of any particularly sensitive personal information, we must have either your absolute written consent or it must be a valid reason in the public's interest, and we must also put in place appropriate measures to safeguard/protect your rights.

DATA SHARING

We may have to share your data with third parties, including third-party service providers and placement providers e.g. Other organisations that we work with to organise your work placement.

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

It may be necessary to transfer your personal information outside the European Union (EU).

If we do, you can expect a similar standard of protection in respect of your personal information.

DATA SECURITY

We have put in place measures to protect the security of your information. You can ask us for more details about these measures if you wish. Third parties will only process your personal information where we tell them to and where they have agreed to treat the information confidentially and to keep it secure.