

The Launch Group - Privacy Statement

The Launch Group's Privacy Promise

Sometimes, it can be a little confusing as to why certain companies ask for information which is personal to you. At The Launch Group, we need your information to protect you, support you and help you achieve your employment goals. The aim of this privacy notice is to give you information on how we collect and process your personal data. Please take the time to read it in full, and don't be afraid to ask questions to clarify your understanding of certain areas.

Changes to our Privacy Promise

This notice was last reviewed in November 2018. We will need to update this privacy notice from time to time as the law and/or our business changes and develops. We will endeavour to tell you in advance by sending a service message to you if we hold your email address. Otherwise, please look out for the flags on our websites and materials that indicates we have changed this privacy notice. If you continue to use our websites and/or services after we have changed our privacy notice, we will take this as an indication that you accept the changes.

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

Controller

We have appointed a Data Protection Officer (**DPO**), who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to your legal rights, please contact the DPO using the details below:

Jonathan Boatman

e: jonathan@thelaunchgroup.co.uk

t: 07714 462 096

You have the right to make a complaint at any time to the Information Commissioner's Office (**ICO**), the supervisory authority for data protection issues in the UK (phone: [0303 123 1113](tel:03031231113) or at www.ico.org.uk/concerns). However, we would appreciate the chance to deal with your concerns before you approach the ICO, so please feel free to contact us in the first instance.

The Personal and Sensitive Data We Process

Personal and sensitive data means any information about an individual from which that person can be identified. We may process different kinds of personal data about you, which we have categorised and explained its purpose as follows:

Type of Data	Why do we need this information?
Identity Data including your name, national insurance number, title, date of birth and gender.	To register you on our programme and, in some cases, register your information with our funding providers so they can confirm your identity and eligibility for our training programmes.
Contact Data: including your home address, email address and telephone	So, we can contact you with helpful information, advice and guidance before, during, and after the programme.
Sensitive Data: Including information about your race or ethnicity, religious or philosophical beliefs, sexual orientation, marital status, disabilities and	Collating this kind of sensitive information on each programme, enables us to check and review our commitment to offering opportunities to a diverse group of people.
Sensitive Data: Information about your health, any mental health issues/ disabilities/learning difficulties you might have.	This allows us to make appropriate adjustments to our training venues and allows our tutors to provide you with additional support, to make sure every candidate receives equal opportunities, and
Historical Data: Information about your previous employer(s), schools, colleges, universities and job centres	So, we can help you to improve your CV, and in some cases, so we can reference your employment, educational and personal history, as required by specific employers.

How we collect and store your personal data

As part of the selection process for all of our training programmes, the first time you'll be asked for personal information is most likely during a phone conversation with a member of The Launch Group's recruitment team.

The recruitment team make all of their phone calls from an internal office environment. Any personal data you disclose is then recorded electronically within our internal cloud-based network. This is strictly accessible by members of staff only and is stored securely by up-to-date internet security software.

We'll sometimes ask for your personal information via email, most commonly when requesting CVs. However, if ever you don't feel comfortable sharing data in this way, please speak to a member of staff, who can explain why we need to collect your data in this way and/or the alternative options available to you, where possible.

Once you've being enrolled on one of our programmes, your course tutor will ask you to complete some paperwork on the first day of training. The kind of data you're asked to disclose is detailed above, in the section 'The Personal and Sensitive Data We Process'. Once this has been collected in, your course tutor will either arrange for your paperwork to be taken to our main office or scan your paperwork before uploading it our internal network. Any scans and/or photographs would then be deleted from the personal devices initially used. At The Launch Group's office, all paperwork is stored in locked drawers, apart from when it's being used by a member of staff.

Your personal data may also be stored on your tutor's personal laptop. These laptops are carefully looked after, and require unique passwords, which are changed on a regular basis, to be able to access any information stored. If your tutor needs to send your data to someone else, the relevant files will always be password-encrypted, having initially asked your permission to share your data with the recipient.

Who do we share your personal data with?

We share your personal data with our programme funding providers and employers. This is normally shared via a password-protected email, or personally delivered to the relevant member of staff from that particular organisation. You always have the right to prevent us from sharing any data with external organisations, but just remember this could prevent participation on a programme and/or any employment opportunities that come with that particular programme. Our funding providers require your data to check your eligibility for our provision, and in order to release payments to training providers, such as The Launch Group.

In addition to various employment opportunities, many of our training programmes offer the additional benefit of gaining funded qualifications during the course. As part of working towards an accredited qualification, the information you supply is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

Funding providers will never share your information with any third parties, which can sometimes lead to unwanted marketing calls. In regards to sharing your information with employers, The Launch Group will always ask your permission before sharing any of your personal data with any specific employer.

How long will we keep your personal data for?

We will only keep your personal information for as long as necessary. Some of our funding providers are required to retain your personal and course information for a statutory period of 3 years. At the end of the retention period it will be reviewed and deleted, unless there is any legal reason for keeping it.

What are your rights?

Your individual rights are set out in law. Subject to some legal exemptions, you have the following rights:

Right to be informed

You have the right to know about the collection and use of your personal information, including:

- Why it is collected.
- How it is used.
- Who it is shared with.
- How long it is kept for.

Right of Access

You have the right to ask for and obtain a copy of your personal information and to understand how we use your information and that we are using it lawfully. This is known as a Subject Access Request (SAR) and can be obtained from The Launch Group's Data Protection Officer, David Cooke.

Right to Rectification

You have the right to have inaccurate personal information rectified. You also have the right to have incomplete personal information completed, depending on the reasons for using your personal information.

Right to Erasure

In certain circumstances, you have the right to have your personal information erased. This is also known as the 'right to be forgotten'. The right to erasure does not apply to all cases such as complying with a legal obligation, performing a task set out in the public interest or for the establishment, exercise or defence of legal rights. Please contact The Launch Group's Data Protection Officer, if you wish to have your data erased.

Right to Restrict Sharing

You have the right to request The Launch Group restrict sharing your information. However, you may reduce or eliminate the chance of achieving your employment goals, if you choose to exercise this right.