

**Privacy Notice –** **Aspire in Partnership**

The Growth Company is working across the North of England to help individuals to increase their skills to help them find and keep work. **Aspire in Partnership** is a new service designed to help businesses attract and retain best-in-class talent from a diverse range of backgrounds – creating a productive workforce and opportunities for all.

This privacy notice explains how we use the personal data we receive from you.

We only use your personal data for the purposes outlined in this Privacy Notice and as such The Growth Company are data controllers for Aspire in Partnership. Our full Privacy Notice can be found here: <https://www.growthco.uk/about-us/policies/privacy-policy/>

*What Information do we collect?*

Aspire in Partnership recruitment services are aimed at providing bespoke, specialised recruitment support with an aim to increase diversity in the workforce. We are unable to provide the service to you without the collection of your personal data as set out below.

The personal data that we use includes:

1. Identity Data includes names, marital status, title, date of birth, age, nationality, national insurance number and gender.
2. Contact Data includes home address, email address and telephone numbers and contact details for your next of kin or emergency contact/carer.
3. Payment Data includes bank account details to enable us to reimburse costs or if we make payments to you
4. Financial Status Data includes benefits received, information taken from identification documents such as your passport or driving licence, credit status, housing status, any criminal and medical history.
5. Employment & Educational Data includes job title, qualifications, employment status, references, employment ID, employment records and salary.
6. Special Categories of Personal Data includes details about your race or ethnicity, sexual orientation, information about your health
7. Criminal Conviction Data includes information about criminal convictions and offences.

We will only retain your personal data for as long as necessary to fulfil the purposes of our agreement with you. 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. Aspire in Partnership will retain your data for 18 months following registration..

*What are the legal grounds for processing your data?*

The data which Aspire in Partnership collects is collected under the grounds:

**(b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract., as we require this information to provide the service and support to you.

We will use your data to support you by sharing information with relevant selected organisations and potential employers and will not use the data for any other reason. We will always make you aware of how we are sharing your information before we share it.

For special category and criminal conviction data (points 6 & 7 above) we process this **with your consent** to do so. You are able to withdraw your consent at any time.

*What do we do with your personal data?*

We only use your personal data to provide support to you, for audit purposes, and to evaluate the programme.

This includes providing your data, and where appropriate or necessary providing sensitive personal data, to selected third parties and prospective employers.

*Data Sharing and Transfers*

We do not share your personal data with third parties, apart from where it is necessary to do so in order to provide the service as described above, and we will never sell your data. Your data is held securely in the UK and will not be transferred outside the EEA.

*Data Security*

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, subcontractors and other third parties who have a business need to know.

They will only process your personal data on our instructions in line with their contract and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and the ICO of a breach where we are legally required to do so.

*Your Rights as a Data Subject*

You have the right to request a copy of the information that The Growth Company hold about you. We want to make sure that your information is accurate and up to date and shall remove or amend any information that you think is inaccurate. Under certain circumstances you have the right to request that we either delete or restrict the processing of your personal data or can request the transfer of your personal data. You also have the right to make a complaint about data protection issues to the Information Commissioner’s Office (ICO). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance using the contact details below.

Any queries about how your personal data is being processed should be made, in the first instance to The Growth Company directly by email: [DPOfficer@growthco.uk](mailto:DPOfficer@growthco.uk)

You are also able to contact us in writing at:

Data Protection Officer

Lee House

90 Great Bridgewater Street

Manchester

M1 5JW