

How we use the information we have about you

The law says that Sixteen Co-operative Ltd has to protect any personal information that you give to us.

This is called the General Data Protection Regulation or GDPR

This statement tells you how we will use the personal information that you give to us and how we will keep in safe

1 - How we collect information



We get personal information about you as part of our work

We get this from talking to you, your family and other people who know you



We do this to make a Vocational profile to help us get the right job for you

2 - What information do we collect?



To find the right job for you, we collect lots of information about you.

This will include your name and address as well as contact details

This will include information about your health and disability



We will also find out about what you are good at and things about how you like to work

3 - How we use Your information



We will use the information to

- Talk to employers about employment opportunities
- Help you apply for jobs
- Talk to other providers about the support they offer
- Tell people who give us money how we have used it
- Try to get funding to pay for more job coaching

Application Form	
	Name
	Address
	Education
	Work Experience



4 - How do we look after personal information?



We will make sure that any personal information that you give to us is kept secure, accurate and up to date

- We keep this information on a secure database with passwords
- Only people who need to can see it
- We will only keep it as long as we need it
- Once you finish working with us we will destroy your information after 6 months



- All other information will be destroyed after the project ends

5 - Allowing us to use the information



When you get a service from Sixteen, we will ask you if we can use your information

You do not have to give permission and you can change your mind at any time

If you are under 18 we will need the permission of your parent or guardian

6 - Seeing the information we have about you



You have the right to ask for a copy of the information that we have about you, and we may charge a small fee to do this

Also, if any information that we have about you is wrong, You can ask us to correct it

7 - Keeping your information up to date



If your personal details change, please help us to keep those details up to date by telling us about any changes.

If you want to see what information we have about you, or need to tell us about any changes to the information that you have given to us, please contact us