

**Participant ID No (CMS ID):**

## **WH102 Sharing Your Personal Data with Your Consent**

Our Privacy Statement (WH101) and our Fair Processing Notice (WH103) explain when and why we are required to share your personal information with other organisations, including DWP (Department of Works and Pensions) and our Delivery partners, to meet our legal and contractual obligations for delivery of the Work and Health Programme.

We work with other organisations/partners to make sure that you receive all the services you need when you need them. We want to focus on your needs to make sure that you get the right support. We may wish to share your information with other organisations or agencies, who can offer you this support. In these circumstances we will only share your information with your consent.

The personal information we share with them may include:

- Your name; date of birth; address, contact telephone number and contact email address
- Benefits received and support to find employment (for example which benefits you receive, when these are due for review, support you are being provided to become more ready for work, conditions of your benefit receipt and when these may change)
- Transport issues (*for example* access to transport)
- Housing matters (*for example* tenancy type, rent arrears, fixed abode)
- Family matters (*for example* your current and former relationships, children and stepchildren, domestic routines, and environment)
- Health information (*for example* any disabilities, illnesses, mental health problems, addictions/dependencies, support you receive)
- Relevant police and probation information (for example any conditions that you are under, previous convictions, police involvement at your address)
- Qualifications, work history and career aims

### **Giving and Recording your Consent**

Your Employment Adviser will discuss any proposed referrals with you during your meetings. They will explain the purpose of the referral and the personal data they wish to share. If you agree, the details will be noted on your Action Plan, which you will be required to sign (giving your consent). The document will be retained on your personal record.

If the meeting is not face-to-face, the Employment Adviser will email/text via CMS to confirm the referral details, including the personal data to be shared and who will receive it. The referral will, in most cases, be completed immediately after your meeting so it may not be possible to change your mind. However, if you no longer wish us to make the referral, please notify us by email or text, as soon as possible after the meeting. If the referral has not been made, your consent will be withdrawn, and your personal information will not be shared.

In most cases, referrals will relate to a 'one off' sharing of your personal information. Where you have given consent for us to share your personal information with specific categories of recipients, e.g., with prospective employers, this may be withdrawn at any time by contacting the Data Protection Team at Seetec: [dataprotection@seetec.co.uk](mailto:dataprotection@seetec.co.uk)

Seetec Pluss will only share your personal information where we have a legal basis to do so, where we believe we must share the information to protect you or others, or where you have provided us with your consent. If in this process, we obtain information that is relevant to benefits that you receive we may contact you further to ensure your entitlement is correct.