# Privacy Notice

For clarity ‘Move On’ will be representing the ‘LTU Programme’ in collection of data relating to this form.

We recognise that being transparent about how we use and share personal information is key to engendering trust in the processes which affect individuals. We will therefore ensure that we tell individuals about how their information will be shared by providing those individuals with clear, concise and easily understandable privacy notices. Where we are sharing personal information of individuals who are vulnerable, including people with disabilities or people who have difficulties accessing information, we will ensure that our privacy notices are written and provided in a way that is accessible to and understandable by those individuals. Where we are sharing personal information of children, we will ensure that our privacy notices are written in child friendly language.

We acknowledge how important it is for our privacy notices to be robust, and so will ensure that they all comply with the Information Commissioner’s Privacy Notices Code of Practice. We will ensure that our privacy notices are explicit about how and why personal information will be shared.

We respect your privacy. The data we gather and hold is managed in accordance with the Data Protection Act 2018 and General Data Protection Regulation (EU) 2016/679 (GDPR). We will not disclose or share personal information supplied by you with any third party organisation without your consent. Any data held on you will be used only for the purpose it was requested. Your personal data will be stored for up to 6 years after you exit from the service, unless you request otherwise or there is a legal obligation to do so.

‘The LTU Programme’ records personal information including addresses, phone numbers, date of birth, support plan and health details. We also keep a record of our work with you in a paper file and on computer. Such information may be shared between staff for work reasons, but will not be given to anyone outside of the programme without explicit consent from you. It also forms part of a process for ensuring that you are not a risk to the safety and wellbeing of anyone involved within the service. Any concerns we might have will be discussed openly with you.

Data you have supplied will be held in a safe, secure, location with access only to those with permission. You are entitled to request a copy of all the data stored about you, and we will respond to the request within 1 month. You are also entitled to request that any errors are corrected and for data to be deleted. These requests can be made by e-mail, phone, text, letter or verbally to a member of Move On’s staff.

### Sharing personal data

|  |  |  |  |
| --- | --- | --- | --- |
| I give my permission for Move On to share essential information with other relevant agencies and professional staff:  |

|  |  |
| --- | --- |
| Agree [ ]  | Disagree [ ]  |

 |

### Other services

We would like to send you information about services and events that might be of interest to you, by post, phone, e-mail and text. If you agree to being contacted, please tick the relevant boxes:

|  |  |  |  |
| --- | --- | --- | --- |
| Post [ ]  | Phone [ ]  | E-mail [ ]  | Text [ ]  |

Please note that you can contact us at any time to remove any of these permissions.

## Declaration

I confirm that the information I have given is correct and complete to the best of my knowledge and that any false statements or omissions may make me ineligible for a service.

I understand and agree that data contained in the registration form will be used for registration purposes and may be held in confidence in paper files or on a computer. I agree to ‘The LTU Programme’ holding the information in this form.

Signed Date

Print name