

DWP Confidentiality Statement

When you first made a claim to benefit, you signed a **DWP Confidentiality Statement** which provided you with the assurance that DWP will handle your personal data fairly and lawfully.

What information we will collect and why

In order for **PPDG and/or its partners** to provide you with the most effective service and to facilitate communication, we need to collect, process and share a certain amount of personal information about you.

When you join the programme, the information we collect will include your name, contact details, National Insurance number, and information on the benefits you receive. While you are with us, we will keep records of your attendance and other work-related activities, and when you start work, we will record details relating to your job.

We may need to contact you outside of agreed appointment times in relation to your participation, for example to inform you of possible opportunities, or to arrange/rearrange appointments. We will also use your contact information to provide continued support to you once you are in work. We may contact you by post, telephone, email or SMS, and in some circumstances we may be able to offer you a choice of contact method. Please number the options below in order of preference:

Post ☐ Phone ☐ Email ☐ SMS ☐ Use numbers 1-4, where 1 is your preferred option.

How your information will be stored

All of your personal information will be stored securely in line with the Data Protection Act 1998. Under the principles of the Act, you have the right to make a Subject Access Request in writing to our Head Office.

When and why your information may be used or shared with a third party

We may need to share certain information about you with third parties, for example for the purposes of arranging training, work placements or interviews for you, or to contact your future employer to obtain evidence of employment.

We will also need to use your information to compile statistics for use by **PPDG and/or its partners** and for reporting to relevant government agencies and departments (including DWP), and to inform DWP about your participation and employment in order to claim job outcome payments due to us.

I confirm that I have read the information above and understand why this information sharing is needed and how this information will be used.

Signature _____

Date _____

Consent to Contact Employers

I give consent for **PPDG and/or its partners** to contact my future employer(s) to obtain evidence of employment and to share my information as outlined above.

I understand that my placement on any programme with **PPDG and/or its partners**, my entitlement to benefits, and any employment or future offer of employment will not depend on whether I choose to give consent or not. I understand that I can withdraw my consent at any time by writing to **PPDG**.

Signature _____

Date _____