



Client ID:

Information Disclosure

Ingeus and its partners, in accordance with the Data Protection Act 1998, collect and use information obtained from clients, Department for Work and Pensions and Jobcentre Plus. This may be stored electronically and/or in paper files.

We record and retain information for all clients who access our programmes. This includes client names, addresses, National Insurance Numbers, benefits received and information relevant to the aim of the programme.

The purpose of collecting this information is for record keeping, monitoring the effectiveness of our service and supporting clients to gain skills and move into sustainable employment. We may give information to other organisations as the law allows, for example to safeguard against crime.

It is your responsibility when in our offices to ensure that you protect your personal information. This includes when using telephones, computers, printers and faxes.

Please be aware that not signing this form will not affect your benefits or your access to this programme.

Please sign, date and print your name below to acknowledge that you have read and understood this statement.

Signed _____ Date _____

Name _____



Delivering services
on behalf of



Department for
Work and Pensions