

# Privacy Notice – ISPG/Social Finance

## Who we are

London Borough of Newham (LBN) is registered with the Information Commissioner's Office (ICO) as a 'Data Controller' This privacy notice applies to you ('the service user') and LBN ('the Council') The Council takes the privacy of your information very seriously.

## What data do we collect

We collect your name, address, ethnicity, National Insurance number, date of birth, contact details and gender.

## Why we collect your data and how we use it

We collect and use your data so that we can support you into employment opportunities and the support we provide can be evidenced to Office for Health Improvement and Disparities (OHID), Department of Health and Social Care.

## The lawful basis for processing your data

The lawful basis we use to process your data as set out in UK data protection legislation is:

Consent: you have given us clear consent for us to process your personal data for a specific purpose.

## Who we will share your data with

We will only share your personal data with employers for the purposes of supporting you into work. We will only share pseudonymised (this means they can't identify you) data with Social Finance for them to create reports for OHID who are funding the program.

## How long we will keep your data

We will keep your data safe and secure for a period of 7 years in line with our retention Schedule. After this time, it will be securely destroyed.

## How do we protect your data

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of information. Staff access to information is provided on a need-to-know basis and we have access controls in place to help with this.

## Know your rights

We process your data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. [Find out more](#). If you have any queries or concerns relating to data protection matters, please email: [GDPRdataprotection@onesource.co.uk](mailto:GDPRdataprotection@onesource.co.uk).