

Participation Agreement

(Trailblazer, insert Programme name) Participation Form:

Please circle

1. I have read and understood the Trailblazer Participant Information Sheet.	Yes / No
2. I have had a chance to think about the information in the Trailblazer Participant Information Sheet, ask questions and have had these answered well.	Yes/ No
3. I understand that my participation is voluntary and that I am free to withdraw at any time.	Yes / No
4. I understand that my personal information and information collected as part of the programme, will be shared with DWP for research.	Yes / No
5. I understand that my personal information will be shared with the Mayoral Strategic Authority and DWP research teams evaluating the programme. I understand this may include commercially procured expert research teams.	Yes / No
6. I understand that the information collected about me for the trailblazer will be kept confidential and used solely for service delivery and research purpose.	Yes / No
7. I understand that I can make a request to see any of my personal information that is being stored about me.	Yes / No
8. I understand that the personal information collected about me for this programme will be destroyed once the evaluation is completed.	Yes / No
9. I understand that an anonymised copy of the information collected for the evaluation will be kept by DWP for the programme for further research.	Yes / No
10. I understand that if I withdraw from the programme, my information will continue to be used for research and analysis only.	Yes / No

If you have circled 'Yes' to all the above statements, then please proceed to the statements below.

I agree to take part in the Trailblazer	Yes / No
I understand that my information may be shared, used, and linked as set out above	Yes / No

Name of participant.....

Date.....

Signature.....

If you cannot sign the form yourself, you can ask someone else (an advocate) to sign it for you.
The advocate should be:

1. Someone you are happy to sign the form for you.
2. Aged over 16.

If you sign below, you are confirming that the participant has understood the verbal explanation of the programme participation.

Name of advocate (if required)

Signature of advocate (if required)

One copy should be retained by the participant, and one by the Trailblazer initiative provider.

Person administering the agreement process (Trailblazer)

Name.....

Signature.....

Date.....

Note: where the term 'trailblazer' is used this can be exchanged for locally determined named support.

Trailblazer Participant Information Sheet

The Get Britain Working Trailblazer is funded by central UK government and led locally by the Mayoral Strategic Authority/Welsh Government. The trailblazer is intended to help people to move towards employment who are currently not working or looking for work.

We would like to invite you to take part in this support. The decision to participate is entirely up to you, but before you decide we would like you to understand what taking part involves.

The person who gave you this form will go through it with you, to help you decide whether you would like to take part. Please ask if you have any questions, or if there is anything you do not understand.

The Participant Agreement Information Sheet tells you the purpose of the trailblazer and what participation will mean for you.

What is the Get Britain Working Trailblazer support?

Tailor to support provided

To include here a description of the support to include:

- *The goal of the support and the benefits*
- *The expectations of participants*
- *What they can expect from the support*
- *Where it will take place*
- *The period of support*
- *The time commitment*

What am I being asked to agree to?

We are asking you to agree to take part in the support we are making available as described above. If you agree to take part, you do so with the understanding that:

- Your personal information will be used by the Get Britain Working Trailblazer team to provide tailored support to you.
- Your personal information will be shared with the Mayoral Strategic Authority/Welsh Government and Department for Work and Pensions (DWP) research teams who will be evaluating the Trailblazer. We or DWP may work with an expert research organisation to complete evaluation activities. The research team may invite you to take part in the evaluation.
- Your personal information will be shared and linked to other information held by DWP and His Majesty's Revenue and Customs for evaluation purposes only.

- Once the evaluation is completed, the personal information held about you will be securely destroyed.
- An anonymised copy of the information collected for the evaluation will be kept by the DWP for research purposes. This information will not include your name or anything else that can be used to identify you.

The Data Controller for the Get Britain Working Trailblazer is the West of England Mayoral Combined Authority (MCA).

The Data Controller for the evaluation is the DWP. The Data Controllers will make sure that your personal information is kept safe, is handled in line with the Data Protection Act and the UK General Data Protection Regulation. You can find out more about how the Controllers use and protect your information at:

- West of England Mayoral Combined Authority: Please see privacy notice below.
- DWP: www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter

If you decide to take part you will be asked to sign a declaration to confirm that you understand how your personal information will be used, and that you agree to take part.

What if I don't want to take part anymore?

This support is completely voluntary, and you can stop taking part at any time. If you do stop taking part, you won't be asked to provide any more information, but we will still use the information you have already provided to help with evaluation.

Your rights

- You do not have to take part in the support – it is voluntary and entirely up to you.
- Your right to claim benefits will not be affected whether you choose to take part or not.
- If you agree to take part but change your mind at a later stage, you have the right to withdraw and you don't have to give a reason as to why.
- You have the right to request to see any of the personal information that is stored about you. [Add provider name] can give you a form to fill out to request to see this information. You can also make a request by emailing [Add provider name].
- You can request that your personal information be amended if it is inaccurate or incomplete.
- You have the right to report any concern about how your information is handled to the Programme Data Controllers by emailing:
 - Your Trailblazer provider [Add provider name]; and
 - The DWP Data Protection Officer, data.protectionofficer@dwp.gov.uk.
- You can also report any concerns to the Information Commissioner's Office (ICO). Details can be found at www.ico.org.uk, or you can ring 0303 123 1113.

West of England Mayoral Combined Authority

PARTICIPANT PRIVACY NOTICE – Youth Guarantee Trailblazer

The Youth Guarantee Trailblazer (YGT) is run by the West of England Combined Authority and Funded through the Department for Work and Pensions (DWP).

Participation in this programme is voluntary, and your choice should be informed.

Before you choose whether you want to become a YGT participant, we would like to explain a few things about our use of your “personal data” in this programme and how we will protect your privacy rights. After you have read this privacy notice, and understood what it says, you will be asked if you would like to participate in our YGT initiative.



Who are “we”?

The West of England Combined Authority (or The Combined Authority) is the data controller for the YGT initiative, and [inset delivery partner and consortia if relevant] is the “data processor” for the implementation of the YGT. to deliver this programme on our behalf. Responsibility for keeping your personal data safe, using it lawfully, and for ensuring your rights to privacy are respected, is set out in the definitions below.

Data Controller: means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

Data Processor: means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.



What is your “Personal Data”?

Personal data is information which is about you, and which identifies you as an individual. This means it could be used to make decisions which have a direct impact on you. The purpose of this notice is to explain how we will use the information you give to us if you become a participant, and what we will use it for. This project is led by the West of England Combined Authority and delivered by [inset delivery partner and consortia if relevant].

Data protection law sets down the rules for data controller (the West of England Combined Authority), data processors (such as [inset delivery partner]), and rights for the people (known as “data subjects”) whose information is held by them (such as you).



Transparency: what we need to tell you

As a data subject, you have rights under the law of data protection. You have the right to be informed by us about:

- what personal data we would collect from you as a participant

- how we would use it, and for what purpose
- who we would share your information with, and why
- your other data subject rights and how to exercise them
- retention periods for your data



What is our legal basis for using your information for the Youth Guarantee

Trailblazer (YGT)

Data protection rules set out certain conditions which must be met for the lawful use of other people's information. We are also obliged to tell you which condition applies to the YGT and its participants:

- Participation in the programme is voluntary and we require your consent through this privacy notice to capture your personal information (including special category data). We process this data in accordance with the legal basis of 'consent'.
- To ensure we meet your personal needs as a learner on the programme, we capture personal information (including special category data). We process this data in accordance with the legal basis of 'legitimate interest'.
- To ensure targeted groups of individuals are enrolling on to the programme, we capture personal information (including special category data). We process this data in accordance with the legal basis of 'public interest'.
- As personal information collected from YGT participants includes "special category data" such as information about your ethnic origin, or health, which require more protection because it is sensitive, we also rely on a further condition. YGT aims include improving understanding about any career challenges, or discriminatory treatment our participants may face due to their physical or mental health conditions, disabilities, sexual orientation or their ethnicity. This use of participant information is lawful because it meets a "substantial public interest" – supporting equality of opportunity or treatment. This use of participant information is lawful because it meets a "substantial public interest" – supporting equality of opportunity or treatment.
- The West of England Combined Authority, and the Council partners in the YGT programme, are public authorities with official functions which are defined in Government Legislation. We have "official authority" for our involvement in this project, including its use of participant information, because it is in line with this official role and our related responsibilities.



Purposes: Why do we want to use your information?

We collect your data in order to deliver the YGT service to you. Our primary aim is to help you to reach your employability support, skills and training or volunteer goals, and find a path towards a career that is right for you. This will be through training, mentoring and support with transition into employment, enabling you to increase your skills, income and job security.

Successful training and career outcomes for our participants are intended to contribute to our broader aim of furthering the growth of the local economy and the skillset of the workforce in the West of England region.



What kind of personal data will we collect and record?

We will ask you to provide the following types of information: Your full name; address and contact details; your date of birth; sex; National Insurance Number; employment details; your first language; your qualifications; whether you have childcare responsibilities; whether you are a carer; your gender; your sexual orientation; your ethnicity; any disabilities, learning difficulties, physical or mental health conditions; your accommodation/housing situation and information regarding any barriers you may have that may impact on completion of your training e.g. IT access, travel.

On completing the training, we will ask you what your next steps are e.g. new employment, further training. If you exit the programme before completion, we will ask for your reasons for exiting the programme.



Digital badging

A key part of you being involved in this programme is to provide you with recognition that you have taken part and what you have achieved including skills you have developed. We will do this by issuing a digital badge or badges when you accomplish key milestones which may be completion of the programme.

Your organisation or the Combined Authority **may** issue you with an electronic badge which will detail what you have achieved. The programme will provide more information on this at the right time, but when you accept a badge, you can carry this with you on social media platforms and on your CV.

To issue you a badge your name and email address will be shared with Open Badge Factory Platform delivered by Social Impact Software.



Outcome Star

Measuring the progress and results you achieve is central to the support we provide throughout this programme. To support this, we use a tool called Outcome Stars to help measure and reflect on your development during the programme.

To do this, some personal information such as your name, Date of birth, and progress data will be shared securely with the Outcome Stars platform, managed by Triangle Consulting Social Enterprise. This helps us create your individual Outcome Star and track your achievements.

More details about how your data is used and protected by Outcome Stars can be found in their privacy policy here: <https://outcomesstar.org/privacy-policy/>.

We will only share the minimum information necessary, and your data will be handled with care in line with data protection laws. This helps us provide you with clear insights into your progress and improve the support you receive throughout the programme.



How will we use your information?

We will use the information you provide to develop a personalised action plan with you, to help you complete the programme, achieve your goals and progress in your employment, skills or training situation (*where applicable*). All information recorded will be used to plan the best way to support you and to track your progress.

Only a small number of people who are working for us on this project will be allowed to see the information which can identify you as an individual. They will only use this personal data to:

- Deliver services and support to you.
- To organise and/or review your sessions with any training providers or career support services you have agreed.
- To contact you about your participation in the programme; to ask about your experience as a participant to be able to review the delivery and operation of the YGT initiative.
- To monitor the delivery of the programme and to perform research and statistical work.
- To allow required audits to be carried out – to ensure quality and compliance.

Statistics, drawn from the participant information held on the YGT database, will be used to evaluate, and report on the programme. We report to Government, Local Authorities and partners about the outputs and outcomes of the project to demonstrate the impact of the project and this information may be published.

Your information will not be used for profiling or to make automated decisions.

You may be asked by your mentor (linked person in the organisation who will support you among the programme) if you would like to share your own story as a YGT participant and be considered for a “case study”. This may then be published in line with your preferences selected on the form.



How do we protect your information?

We are committed to do all that we can to keep your data secure. We have set up systems and processes to prevent unauthorised access or disclosure of your data. The record of your journey as a participant with the programme will be stored by us on a secure Database. The record will include information which can identify you (such as your name and contact details). Access to these databases will be restricted to those who are entitled to view and process your data. If the information is collected in a paper format, we will also ensure it is kept secure and destroyed when no longer required.

Some information may be stored outside of the database and we'll do what we can to make sure we hold records about you in a secure way, and we'll only make them available to those who have a right to see them. Examples of our security may include:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password).
- Pseudonymisation, meaning that we'll use a different name so we can hide parts of your personal information from view. This means that someone outside of the organisation could work on your information for us without ever knowing it was yours.

- Controlling access to systems and networks allowing us to stop people who are not allowed to view your personal information from getting access to it.
- Training for our staff to make them aware of how to handle information and how and when to report when something goes wrong.



Confidentiality and sharing of your personal data with others

We want you to feel you can speak freely and openly in discussions with your mentor. We understand that a relationship of trust may only develop over time. Personal information which you choose to share with your mentor will be treated as confidential and we will not share it externally with other authorities or private businesses unless you give us your permission to do so. We are open to considering any aspect of your life which you feel is relevant to your employment situation. This may include information which you feel is sensitive or private so it is important that you feel you can trust your mentor to keep this information safe and not share it with others.

The only exception to this would be if you told your mentor something which had to be shared with others to protect you, or other people, from serious harm. We also have a duty to tell the police if you tell us about a crime, fraud or a terrorist threat. Even in such exceptional cases you would still have the right to be informed about such reporting (what information we need to report, with whom, and for what purpose) so long as this would not increase the risk of harm to others.

Information which can identify you (including information such as your name, address, contact details and photographs of you) will only be accessed by authorised personnel working on the YGT. This may include other departments within the West of England Combined Authority, the Department for Work and Pensions (DWP), the Department for Education (DfE) or **Provider Name** to support the delivery of the service you may receive. Personnel includes both employees and any external agents/partner organisations who may be contracted by any Party to work for the YGT, and who are legally bound to comply with that Party's data protection instructions and policies about use of participants' personal data.

If you are referred to the programme by another professional, it may be beneficial to update them at stages regarding your progress. There may also be occasions where we work in partnership with another provider or your employer to help aid your progression. Before any of your information is shared in this way, your mentor will tell you about what may be included in such a discussion and then ask for your permission to share this information.



How long will we keep your personal data?

Information which can identify you will be retained for a maximum period of 7 years from when your participation has ceased on the project. Information which cannot identify you will be retained after this period and will be used only for statistical and research purposes.

Legislation tells us how long we need to keep some information to perform any statutory or contractual duties. Some data must be held to meet the requirements for public grant funding and auditing requirements. Personal information kept for this reason will be restricted to a minimum.



What happens if you no longer wish to participate in the programme?

You may choose to withdraw from your participation in the YGT at any time.

It would be valuable for us to understand why the programme is no longer of interest to you so we would simply ask you for your feedback on your experience and reasons for withdrawal.

If at this point you do not want us to contact you again, we will respect your wishes and ensure that no further contact is made unless you tell us you have changed your mind. Your information will be retained on our secure system in case you choose to participate again in the future. You may also request that we remove any details which can identify you from our records and we shall do so.



You have the right to refuse information or object to the usage of your information

You have the right to refuse to provide information which is requested of you. In some cases, your refusal may mean you can no longer be a YGT participant, but we will explain this to you before you decide.

You also have the right to object to our use of your information. This means you can request that we stop using any information that you have already given which can be used to identify you, and request that we delete this from our database.



You have the right to access the personal data we hold about you.

To request a copy of your records you may submit a “Subject Access Request”. Your request for your records must be in writing and may be sent to us by post or email (see contact details below). To confirm your identity your request should include copies of an identity document (e.g., your driving licence or passport) and proof of your address (e.g., a copy of a utility bill or bank statement).

You have the right to rectify any incorrect or incomplete data we hold about you and can contact us with the contact details below.

Full details about your rights as an individual can be found at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/individual-rights/>



Contact for privacy concerns and Subject Access Requests

If you have any concerns or questions about our handling of your personal data, or if you wish to submit a Subject Access Request, please contact the Data Protection Officer at West of England Combined Authority. See details below:

Data Protection Officer
West of England Combined Authority
70 Redcliff Street, Bristol
BS1 6AL

Or email the Data Protection Officer at ig@westofengland-ca.org.uk

For requests to access a copy of the personal data held on you contact

West of England Combined Authority contact: skills@westofengland-ca.gov.uk



Your right to appeal

If you are not satisfied by our response to your concerns, you may lodge a complaint to the Information Commissioner's Office (ICO) who is the regulator for data protection issues. They will investigate your complaint and decide about what we need to do.

You can find out how to make a complaint here: <https://ico.org.uk/make-a-complaint/>

Through the above link you can contact them through their live chat or their online form. Alternatively, you can call them on 03031231113