



Privacy notice for International Recruitment (IR) East Adult Social Care (ASC) Programme

What this document is for

This privacy notice provides details on how we, Unseen UK use your personal information to provide the IR East ASC Programme.

The IR East ASC Programme is designed to provide training and resources to support care market providers in their international recruitment endeavours. It also provides resources to support people who have been recruited internationally.

Who we are

Unseen UK is the "data controller" for the personal information we hold. This means we are responsible for deciding how we "process" (collect, hold, use and disclose) your personal information.

Our address is Unseen, 7 Hide Market, Bristol BS2 0BH

What we use your information for

We will use the information about you to:

- Provide you with resources,
- Register your attendance to workshops or sessions,
- Notify you of any changes to workshops or sessions you have applied for
- If we receive your feedback or comments in the webinar chat we may provide these anonymously to SQW in order to provide further feedback.
- We may also use information in other ways compatible with the above.

What personal data we collect and use about you

We will collect and use:

- Name and Email Address

contact us

T - 0303 040 2888
hello@unseenuk.org

7 Hide Market, West
Street, Bristol BS2 0BH



Who provides this information

We receive this information from you.

Who we share your information with

We will share your information with:

- SQW Limited (subject to your consent), who act on behalf of Norfolk County Council IR East ASC Programme. We will provide a link to SQW's feedback survey at events for you to complete. Your completed survey will go back directly to SQW to process. They do not come to us.
- SQW may also conduct other surveys / focus groups on the IR ASC Programme to understand its effectiveness. They may make contact with people who have given their consent and contact details.
- SQW will share your anonymised information in a monitoring & evaluation report or learning document with the International Recruitment Partnership Board, and Norfolk County Council the Department of Health & Social Care for anonymised learning, monitoring & evaluation purposes.

Any information which is shared will only be shared on a need-to-know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How the law protects you and the legal basis for processing your information

For the provision of resources meetings / webinars / events on line or in person events we have legal grounds under the UK GDPR to process this information because it is necessary for the performance of a Contract (eg contract to provide training, workshops, or resources).

In order to share your information with our partner, SQW Limited, who receive delivery partner survey responses and run surveys on the effectiveness of the Programme, we rely on the lawful basis of Consent.

You can withdraw consent at anytime by emailing the following:

I withdraw my consent for data sharing with SQW

to: business@unseenuk.org

contact us

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Registered charity no: 1127620 Registered company no: 06754171

www.unseenuk.org



How long will we keep your personal information for

When the information is no longer needed for the above purposes, it will be securely deleted.

In using your information for monitoring and evaluation and reports, your information will be anonymised and any information taken from notes (handwritten or typed) during any consultation sessions will be securely destroyed. The information will continue to be used in a summarised and anonymised form in any research reports or papers that are published. The anonymised information in the papers may be of historic interest and may be held in public archives indefinitely.

How we keep your information

The information is stored electronically, on our network including records management systems and in paper files.

We do not process your information outside of the UK and European Economic Area.

Automated decision making

We do not make automated decisions about you.

Your responsibility to inform us of changes

It is important that the personal information we hold about you is accurate and current.

Please keep us informed if your personal information changes during your working relationship with us.

Your rights under the UK GDPR

You have the following rights (but they do not apply in all circumstances). You have the right to:

- be informed about the processing of your personal information. This is why you have been given this document.
- have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- object to the processing of your personal data
- restrict processing of your personal information

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- have your personal data erased (“the right to be forgotten”). This right is subject to several restrictions which will be discussed further with you if you choose to exercise it
- move, copy or transfer your personal information (“data portability”) in some circumstances.
- request access to your personal information and information about how we process it.
- withdraw any consent you have given for the processing of personal data at any time.

If you want to exercise any of these rights, please contact the us by: [Partner to Complete]

Questions or complaints

If you have any questions about this privacy notice or how we handle your personal information, you can write to our DPO at s.hartstill@unseenuk.org

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO can be contacted:

- by writing to the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
- by telephoning 0303 123 1113
- online at <https://ico.org.uk/global/contact-us/>

Changes to this notice

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was created on 1st Nov 2023

contact us

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