**WorkWell Privacy Notice**

**WorkWell Summary**

Lancaster City Council has partnered with Lancashire and South Cumbria Integrated Care Board (L&SC ICB) and the Department for Work and Pensions (DWP) as a delivery partner for one of several Vanguards for the Work Well Partnership programme (WWPP). Lancaster City Council will be delivering this project in partnership with Lancaster District Community and Voluntary Solutions.

The WWPP is aimed at supporting people to remain in work, including those who may currently be off sick from work as well as supporting people with a return to work.

The Vanguards underpin the WWPP and the aim of the Vanguards is to integrate work and health initiatives at a local level to support participants with their ability to work from the perspective of health barriers. Participants will be people who are out of work with a health condition and/or disability who need support to enter the workplace or people who are in employment but need help to remain due to health barriers or are on sick leave and are at risk of falling out of employment.

The project aims to help address the rising economic inactivity seen across the UK, a key driver of which is long term sickness. Long term sickness is the most prominent factor in economic inactivity since the Covid-19 pandemic and it's therefore vital that the UK implements initiatives which inextricably link work and health so as to create a collaborative space for improvement both economically and at employee level.

**Privacy Notice**

We are committed to protecting your privacy, and this statement is made in light of the requirements of the General Data Protection Regulation 2016/679 and the Data Protection Act 2018 in order to advise you how we use your personal information.

*When do we collect personal information?*

We will collect information from you in order to administer our project when you:

* Provide it to us by completing an online referral form or completing a participant consent form (online or paper copy).
* Contact us by any method including email, phone call, social media, speaking to us at an event, attending a meeting or visiting our premises.
* Give your permission for an organisation or your employer to make a referral to us

*What personal information do we collect?*

We may collect personal information about you if you are a participant or a business who has a member of staff who is a participant.

* Name of business
* Business details such as postcode and sector
* Type of support provided – grant/non-financial
* Details of new technology used as a result of support
* Details of improved productivity and/or GVA per hour or per worker
* Name and Postcode of job holder where new jobs are created, or existing jobs are safeguarded
* Decarbonisation Plans
* Name, Gender, DOB, Postcode, Contact Details
* Race and ethnic origin
* Marital status
* NI Number
* NHS Number
* Unique identification number
* Employment Status
* Benefit Status
* Health Details – related to barriers to employment.
* Education/training and qualifications
* Employer and Job Role (if applicable)

*How do we use your personal information?*

We use your personal information to administer the WWPP project and provide reporting and evaluation back to the DWP.

Processing activities can be summarised as:

* Collection of participant personal details and work and health status for programme registration.
* Questions regarding participant health and wellbeing to triage to the most appropriate service.
* Collection of data throughout the participant journey and the outcome through the creation of a Return to Work/Thrive in Work plan.
* Reporting purposes back to the DWP for evaluation.

We will not use your information for marketing purposes, nor will we share personal details with any other third-party apart from those detailed below unless Lancaster City Council is required to do so by law.

*How do we protect your information?*

We have policies in place to ensure that your information is kept safe and secure and can only be accessed by people who need to access it.

Examples of our security include:

* encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password);
* controlling access to systems and networks, to ensure that only people who need to access information can do so;
* training our staff in how to handle confidential information appropriately;
* procedures for handling information that is kept on paper, such as ensuring it is locked away when not in use;
* regularly testing and updating our technology to ensure that all our security measures are effective and up-to-date; and
* procedures to follow in the event that any breach of security occurs, to ensure that any damage from this is minimised.

If we share your information with third party partners, we will ensure that appropriate contractual terms are agreed to ensure that your data is protected to the same standard no matter who holds it.

*Do we share your information with anyone else?*

WorkWell Partnership Programme is a collaborative initiative operated through a number of partners. These partners include:

* Lancaster and District Community Voluntary Solutions
* Lancashire and South Cumbria Integrated Care Board
* Department for Work and Pensions
* IFF Research

Your personal information will be shared to provide WorkWell support to you in the following manner:

* Referral/Self-referral online via the Work Well referral link
* Referral from Health Professionals via secure email
* Your name and contact details will be provided to any organisations that you agree that we can refer you to for specialist support.
* Lancashire and South Cumbria Integrated Care Board (LSC ICB) will send your personal information to the Department for Work and Pensions (DWP).
* DWP will use your information to confirm that you are eligible to take part in WorkWell.
* DWP will gather information from your records for example, information about benefits, earnings, and employment. This information will be anonymised and used for research purposes and nothing else.
* Your personal information will be shared with IFF Research who will be evaluating WorkWell. IFF will contact you and invite you to take part in the evaluation.
* Once the evaluation is completed and your personal information is no longer needed, it will be securely deleted.
* The findings of the evaluation will be published but will not include your name or anything else that can be used to identify you.

*How long will we hold your information?*

We will retain your information for up to seven years after the project in line with the project’s schedule of data retention.

*Your rights and how to find out more*

You have a number of rights under data protection law, including the right to ask for a copy of the information we hold about you, and the right to object to our use of your information in certain circumstances.

For further information about your rights, please see Lancaster City Council’s main privacy notice. [Privacy statement - Lancaster City Council](https://www.lancaster.gov.uk/information/data-protection)

We reserve the right to amend this privacy notice at any time. However, we take your privacy very seriously and will never change our policies or practices to make them less protective of your personal information.

If we make any changes to this policy that significantly affect you, we will aim to notify you directly if we hold contact details for you. You will always be able to find the most up-to-date version of this policy on our website at this address: [www.lancaster.gov.uk/information/data-protection](http://www.lancaster.gov.uk/information/data-protection)

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