

## Privacy policy

The Supplytrain Kickstart scheme ("the Scheme") is a government-funded recruitment and training service operated by Supplytrain CIC.

This privacy policy explains how we use the personal information we collect about you when you use the Scheme.

Registration with and use of the Scheme for work seekers is free. We will process your personal data on the basis set out below as it is in our legitimate interests to do so following your registration.

## Applying for jobs

### What Information do we collect about you?

We collect personal data about you when you register with the Scheme. We do so in order to provide you with the recruitment services that are available through the Scheme.

The personal data that we collect includes your name, date of birth, national insurance number, address, email address and telephone number. If you are a work seeker we will also ask for a CV and cover letter.

### What do we do with your personal data?

By registering with the Scheme it is understood that work seekers are actively soliciting contact from prospective kickstart employers about opportunities which match the work seekers' fields of interest. If you are a work seeker we will therefore make your personal data available to recruiters and employers who use the Scheme to find suitable employees for specific roles that they are seeking to fill.

For work seekers, we will use your personal data to provide you with the recruitment services that we provide, to manage your account and to email you about recruitment services which, for work seekers, includes job alerts and emails about courses that are relevant to your fields of interest.

### Marketing

In the event that you register on the Scheme as a work seeker we will only send you information which relates to our recruitment services unless you specifically opt in to receiving marketing material about other products and services.

### Data Sharing and Transfers

Save where it is necessary to do so in order to provide you with the Scheme's recruitment services, to maintain contract obligations with the Department for Work and Pensions or to put you in touch with an employer, we do not share your personal data with third parties.

If we share your personal data with any third party service provider in the course of providing you with our services, those third parties are required to process your data in accordance with contracts which comply with data protection legislation.

## Receiving career coaching

If you are successful in securing a kickstart job and becoming a participant of the Scheme then we will collect further personal data in order to support you with career coaching throughout your kickstart employment.

The personal data that we collect will be in the form of video recordings of the online career coaching appointment that you attend with your designated career coach. Your career coach may also make notes about your conversations on our Salesforce platform and any follow up plans you make.

### Why do we record the meetings?

Meetings are recorded for the purpose of:

- Assist in the training and development of our team.
- Support our commitment to continuous quality management.
- Safeguarding the Scheme participants and the career coaches.

### Giving consent

Participants are asked for their consent at the beginning of each Microsoft teams meeting.

### How are the recordings stored?

- Recordings are stored on a secure cloud-based drive.
- Only your career coach and management team have access to the recordings.
- Recordings are only retained for 21 days. After this time, they are erased from the server.

### Participant rights to the recording?

Participants can request access, rectify or erase the recordings. Requests should be made by email to your career coach. We aim to respond to your request within 5 working days.

## General

### Access to your information and correction

We want to make sure that your information is accurate and up-to-date and will delete or amend any information that you think is inaccurate. Should you wish to access, amend or delete your account please contact us.

We aim to provide you with useful work-related services for the whole of your career. However, you have the right to close your account at any time and have us delete all of your personal information unless we are in the process of responding to any complaint that you make.

### Cookies

Cookies are text files placed on your computer to collect standard internet log and visitor behaviour information. This information is used to track visitor use of the Scheme, to compile statistical reports on Website activity and to help us make recommendations that are relevant to you.

We also use third party advertising companies to serve ads when you visit the Scheme. Those companies may use information about your visits to this and other websites in order to provide you with advertisements about other goods and services that may be of interest to you.

If you would like more information about this practice, including how to prevent it, please visit [www.aboutcookies.org](http://www.aboutcookies.org), [www.allaboutcookies.org](http://www.allaboutcookies.org) or [optout.networkadvertising.org](http://optout.networkadvertising.org)

### Other websites

Our Website contains links to other websites. This privacy policy only applies to this Website, so when you link to other websites you should review their own privacy policies.

### Changes to our Privacy Policy

We keep our privacy policy under regular review and we place any updates on this web page. This policy was last updated on 11 May 2021.

## **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

by email [hello@supplytrain.co.uk](mailto:hello@supplytrain.co.uk)

## **How can you obtain information held about you?**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information please email us at [hello@supplytrain.co.uk](mailto:hello@supplytrain.co.uk)

## **Registered Office**

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