PROJECT SEARCH UNIVERSITY OF ABERDEEN

PRIVACY NOTICE AND DATA SHARING AGREEMENT

This notice explains how personal information is used within the Project SEARCH University of Aberdeen programme and the circumstances in which we would share it with other partner and external organisations.

1. **About Us**

Project SEARCH University of Aberdeen is a one year Internship programme, based on an international model which originated in the Cincinnati Children’s Hospital in the USA, supporting young people with additional needs to gain skills and experience to go on to employment.

Project SEARCH University of Aberdeen commenced in September 2013 and is hosted by the University of Aberdeen on the King’s College campus.  Partners involved in the programme are as follows :

* University of Aberdeen ;
* North East Scotland College ;
* Inspire (Partnership Through Life) ;
* Aberdeen City Council ;
* Aberdeenshire Council ; and
* Skills Development Scotland.

Representatives from each partner organisation involved in the programme have agreed to handle all personal information responsibly and in line with their employing organisations’ policies and procedures in terms of data protection legislation.

**2. Information We Collect and Use**

**2.1 Project SEARCH Applicants**

The relevant representative from each partner organisation will have access to applications received from those wishing to join the programme (with the exception of equal opportunities information) for recruitment purposes. Information gathered will be kept for 3 years from completion of the programme, or your last contact with Project Search. If you are unsuccessful, we may pass your information on to other local services and providers as part of our signposting efforts with your consent.

**2.2 Project SEARCH Interns**

We collect the following information about Project SEARCH Interns :

* ***Your personal details*** : your name, date of birth, nationality, gender, ethnicity, email address, postal address, telephone number(s), NI number, educational background (school, dates, qualifications), personal skill assessment, references, work experience (including voluntary work), benefits, medical history and health and/or learning support needs.
* ***Your participation in the programme*** : your curriculum work/folio activities, qualifications/certificates achieved, Internships undertaken and completed, progress reports from supervisors in Internships, notes of Employment Planning Meetings

**3. WHY WE PROCESS THIS INFORMATION**

We collect and use your personal information in order to administer the Project SEARCH University of Aberdeen programme.

There are several lawful bases on which we process your personal information. These are:

* to fulfil our contractual relationship with you;
* to comply with our legal obligations under equalities legislation; and
* with your consent, to process information about your health and support needs in order to provide you with support on the programme and in finding a job.

**4. SHARING Your Information**

We share your information with awarding bodies relevant to your course administered by North East Scotland College such as the Scottish Qualifications Authority (SQA) and City and Guilds.

We may share some of your personal and course progress information with representatives of partner organisations to ensure that you are provided with the support you need during the programme and in making the transition to after-care support if you graduate before finding a job.

Any additional support needs that you may have may be communicated to prospective employers as part of the induction/employment process, but this would only be provided with your consent.

Under the terms of our licence, we are required to provide anonymised statistical data to Project SEARCH USA on an annual basis but you will not be able to be identified from this information.

We may disclose personal information to other recipients in exceptional circumstances or when required to do so by law.

**5. How long your information is kept**

We retain applications to join Project SEARCH University of Aberdeen for 3 years from completion of the programme, or your last contact with Project SEARCH.

Your personal and course progress information will be retained securely within the Project SEARCH classroom during the year you are enrolled on the programme and for a period of 5 years thereafter by Student Records in North East Scotland College to comply with any contractual, legal, audit or regulatory requirements.

**6. Your rights**

You have rights to obtain a copy of your personal information, and to ask us to correct inaccurate or incomplete personal information. You may also withdraw your consent at any time where we process your information about your support needs.

Under certain conditions, you can also ask us to take the following action:

* restrict the way we use your personal information
* object to our use of your personal information
* erase your personal information
* provide you with a portable electronic copy of personal information.

These rights depend on our lawful basis for processing your personal information. This means we may not be able to comply with your request in every case. If we cannot do as you ask, we will always reply to you and explain our position.

There is no charge to make a request and we will respond to requests within a month.

You can ask about your privacy rights or make a request about your personal information by contacting a member of the on-site team :

**Email**: projectsearchuoa@abdn.ac.uk

**Post**:
Project SEARCH University of Aberdeen

Project SEARCH Classroom

Butchart Building

University Road

ABERDEEN

AB24 3UT

**Telephone**:
07831 373530

If are dissatisfied with the way we have handled your personal information or dealt with your data protection issue, you have the right to lodge a complaint with the Information Commissioner. The Information Commissioner’s Office can be contacted via their website at [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/).