



POWERED BY



PRIVACY POLICY

At The Challenge Network we are committed to protecting and respecting your privacy. This privacy policy explains the types of personal information we collect from you, why we collect it, how we will use it, who we may disclose it to and the choices available to you about that information.

We may change this policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this privacy policy.

WHO ARE WE?

NCS powered by The Challenge is a National Citizen Service programme run by The Challenge Network, charity no. 1129239 and company number 06845451, whose registered office is at Elizabeth House, 39 York Road, London SE1 7NQ. We are the controller of the data you provide to us.

WHAT IS THE NATIONAL CITIZEN SERVICE?

The National Citizen Service is a voluntary personal and social development programme for 15-17 year olds in England and Northern Ireland, funded largely through government money by the NCS Trust C.I.C.

WHAT DO WE COLLECT & WHAT DO WE USE IT FOR?

We collect personal information that is necessary to:

- Assess and progress your application, e.g. your name, contact details, role and location preferences, skills, employment experience, qualifications and paper or video CV;
- Assess your suitability for the role and allow us to comply with our legal obligations to keep young people safe, e.g. reference information, Disclosure and Barring Service check results, and safeguarding self-disclosures;
- Allow us to perform our employment contract with you, manage and monitor your employment and fulfil our legal obligations, e.g. your job title, payroll information, employee information, incident reports, performance reviews, tax information, absences and causes, holiday entitlement, limited company number (if any), national insurance number, right to work data, supervisor, work location, working hours, pension data; and
- Ensure you are safe and supported whilst on the programme and allow us to comply with our legal obligations to keep young people safe e.g. your medical information, gender and gender identity.

In addition, we may request some additional data for specified purposes and either ask your consent for that use or offer you an option not to disclose it. For example:



- Use of any disability information to the extent necessary for us to make reasonable adjustments to enable you to take part;
- Use of any religious beliefs, ethnicity and sexual orientation information to monitor equality of opportunity;
- Use of your email to provide you with job vacancy updates or newsletters; and
- Use of your photos and videos to publicise the programme.

In these cases, you do not have to provide this data or consent to its use for this purpose, but if you do and then change your mind you can ask us to stop by emailing dpo@the-challenge.org.

All of this information will only be used for the above purposes or to fulfil legal or regulatory requirements or to investigate or address claims or disputes relating to your application or place on the NCS programme.

WHO MIGHT WE SHARE YOUR PERSONAL INFORMATION WITH?

From time to time we will share the following types of personal information with the NCS Trust which they will hold as data controller in their own right:

- Your name and contact details to allow them to administer, manage and conduct training (including emailing you login details and reminders) and contact you to request participation in and completion of surveys about your experience on NCS;
- Your gender, date of birth, postcode and role to allow them to carry out anonymised demographic analysis of the workforce across the entire programme;
- Your ethnicity to ensure the equality of opportunity or treatment between different ethnic groups where there is a substantial public interest; and
- Other reasonable compatible uses of personal information directly or indirectly related to the management administration, delivery, monitoring and supervision of the programme and involvement of staff.

Where necessary, your personal information may also be shared with other organisations to deliver, support or evaluate all or part of the programme such as the Department for Culture Media and Sports, Inspira (if acting in Lancashire where they are a regional provider of NCS), our payroll provider Evolution, our Disclosure and Barring Service check provider GB Group, your recruitment agent (if any), activity and accommodation centres, charity partners, fraud detection organisations and IT providers.

However, we disclose only the personal information that is necessary to enable them to perform their funding, management, delivery or support and we will not allow them to email you with any unconnected marketing.

We may transfer your personal information to a third party as part of a business sale or restructure or reorganisation, or if we are under a duty to disclose or share your personal data in order to comply with any legal obligation or to defend any dispute. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

WHEN WILL WE DELETE THE PERSONAL INFORMATION?

Unless there is a compelling safeguarding, health and safety, dispute or other legal reason to retain information for a longer period, we will normally delete:

Type of information	When we will delete it
Personal Information	Up to 1 year and 1 day from the end of your last employment with us
Basic identification information for marketing (if you consent)	Up to 2 years and 1 day from the end of your last employment with us
DBS certificate/full disclosure information	Up to 6 months from our receipt of the DBS certificate or full disclosure information
Right to Work information	Up to 2 years and one month from the end of your last employment with us
Photos, videos, sound recordings (if you consent)	Up to 5 years from the end of your last employment with us
Payroll data	Up to 5 years and 1 month from the end of your last employment with us
Details of any safeguarding allegations against you relating to a young person	Up to 10 years after the investigation into the allegation finishes or until your retirement, whichever is the latter
Incidents	Up to 20 years due to the possibility of follow-on enquiries or disputes

WILL MY PERSONAL INFORMATION EVER BE STORED OR TRANSFERRED OUTSIDE THE EEA?

We may from time to time need to use the services of an IT provider that stores or accesses your personal information outside the European Economic Area (EEA). However, we will only do so if there are appropriate safeguards to protect the information. For example, we will put in place European Commission model contractual clauses, ensure the supplier has binding corporate rules in place regarding data security and/or ensure the relevant country is recognised as having adequate data security by the European Commission. For details of such safeguards please email dpo@the-challenge.org.



POWERED BY



WHAT RIGHTS DO YOU HAVE IN RELATION TO THE PERSONAL INFORMATION WE HOLD?

You are entitled to:

- Request copies of personal information that we hold about you;
- Require inaccurate personal information to be corrected if it is inaccurate or incomplete; and
- In some circumstances:
 - request that your personal information is erased, for example, if it is no longer necessary for the purpose we hold it for;
 - request that the use of your personal information is restricted, for example, where you have raised concerns as to the accuracy of the information;
 - object to our use of your personal information, for example, if the information is being used unreasonably for one of our legitimate interests, like evidence, research, statistics;
 - withdraw any consent you have given to specific uses of your personal information going forward, for example, where you have consented to receiving marketing but have changed your mind; and
 - have the personal information to provided to us be transferred to another organisation.

If you wish to exercise any of these rights please email dpo@the-challenge.org.

USE OF 'COOKIES'

Like many websites, we use 'cookies'. 'Cookies' are small pieces of information sent to and stored on your computer, phone or tablet to allow the website to recognise you when you visit. They collect statistical data about your browsing actions and patterns to improve the website and do not identify you as an individual. It is possible to switch off cookies by setting your browser preferences. For more information, please visit our cookies policy which is linked below. Turning cookies off may result in loss of certain functions on this website.

LINKS TO OTHER WEBSITES OR LINKS TO THIS WEBSITE

Our website may contain links to other websites run by other organisations. Equally, other websites may have linked you to our website. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit or came from as we cannot be responsible for the privacy policies and practices of other sites.

CHANGES TO THIS PRIVACY POLICY

We reserve the right to change our privacy policy without prior notice, however we will endeavour to update this page as regularly as feasibly possible. We therefore urge you to review this statement from time to time to ensure you are up-to-date with how we are using and protecting your information.



HOW TO CONTACT US OR THE NCS TRUST

If you have a query or concern about this privacy policy or our use of personal information or want to exercise any of the above rights regarding your personal information please contact the data protection officer at dpo@the-challenge.org.

The NCS Trust C.I.C's data protection officer is Martin Fell and he can be contacted at martinfell@ncstrust.co.uk.

If you are unhappy with our observance of data protection legislation, you have the right to lodge a complaint with the Information Commissioner's Office by visiting: <https://ico.org.uk/concerns/>

Last updated: 13/03/18