

FUTURE BRIGHT PRIVACY NOTICE

The Future Bright initiative is run by the West of England Combined Authority (WECA) in partnership with Bristol City Council (BCC), Bath and NE Somerset Council (BNES), and South Gloucestershire Council (SG).

The aim of Future Bright is to help residents in this region who are in work, but currently relying on state benefits to supplement their earned income. Participants will be given personal career coaching, support, and training to help them find a career path, suited to their individual skills and situation, and to increase their earned income, job satisfaction and job security. Future Bright aims to contribute to the growth of the local economy in the West of England region, and to reduce our residents' income vulnerability and dependence on state benefits.

WECA has developed this programme as a pilot scheme. It is funded by a grant from the Department for Work and Pensions (DWP) who want to test new methods of encouraging career progression and increased earnings, in preparation for its new role and responsibilities under the Universal Credit System. We will be providing DWP with statistical data about our Future Bright participants' career journey, to allow them to measure the success of using Future Bright's innovative, more personalised, methods of supporting in-work progression.

What kind of information about me will be recorded?

1. We will ask you to provide the following types of information which will be recorded on a secure database, developed exclusively for Future Bright: Your name, address and contact details; your employer, pay and type of employment contract; your accommodation situation and landlord; the type of benefits you are claiming; how many children you have, and whether you are a lone parent; your ethnicity; any disabilities or learning difficulties, any health issues (including any mental health, drug or alcohol issues), and any past criminal offences.
2. Based on one-to-one conversations with your assigned career coach, your coach will also record on the database key factors concerning: Assessment of your current career situation, including your attitudes, motivation, confidence, skills and competences; the personalised action plan developed for you to progress your work situation (including your chosen training courses, assistance and support services).

3. Moving forward, your coach will track, evaluate and record your progress on the Future Bright journey. This will include: progress with implementing your action plan, and engagement with the support services offered, how you feel your work situation is improving over time, and/or any barriers to progress with furthering your career path which may be identified, and how these may be overcome.
4. Statistics, drawn from the participant information held on the Future Bright database, will be used to evaluate and report on, the Future Bright project as a whole. This data will not include any information which could identify any individual participant.

Who will control my personal information?

The body who is responsible for looking after your information, and for deciding how and why it will be used is called the “data controller”. When two, or more organisations work in partnership on a project, where they share these responsibilities, they are called “joint controllers”.

Either Bristol City (BCC), Bath and NE Somerset (BNES) or South Gloucestershire Council and WECA will be joint controllers of your information and the way it is used for the purposes of this Future Bright project.

How, and for what purposes, will my information be used?

Your information will be used in the following ways:

- To assess your current situation (this is recorded as the starting point of your journey with Future Bright)
- To understand what kind of career path would suit you best (your work interests, capabilities, experience and skills, as well as any needs or challenges you face)
- To design, develop and implement a personalised action plan to support your individual career journey (including learning, training, assistance and support services)
- To track and evaluate your progress along this career path over time, including your engagement and experience with the action plan, improvements in your work situation and job satisfaction
- To contact you about bookings on training and other career support services
- To contact you after your participation has ended to ask you about your experience as a participant

Statistical information about Future Bright participation, and the effects on participants' work situation will be analysed and reported on for measuring the success of the future bright approach and its methods. This will be used to inform Government decisions about whether to extend the use of these to support people in other parts of the UK. The information will also be used for reporting purposes so that we can prove that our Government grant for this project is being used effectively, and in line with commitments. This statistical information will not include anything which could identify you, and so it cannot be used to make any decisions which could affect you directly or personally.

Who will my information be shared with?

Information which can identify who you are (including information such as your name, address, contact details and photographs of you) will be stored securely, and exclusively, on the Future Bright database. It will be accessed only by authorised Council or WECA personnel¹ working on the Future Bright project.

Training and support services chosen for you may be delivered by external providers. If you choose to accept the support offered, we may give the provider your name and contact details so that you can be enrolled on, and contacted about, the relevant course or support service.

Statistical information, which includes anonymous information about your participation, but does not identify who you are, will be shared with the Department for Work and Pensions (DWP), and may be published for reporting purposes.

What is our legal basis for using your information for the Future Bright project?

Data protection rules set out certain conditions which must be met for the lawful use of other people's information. We are also obliged to tell you which condition applies to Future Bright and its participants.

WECA, and the Council partners in the Future Bright project, are public authorities with official functions which are defined in Government Legislation. We have "official authority" for our involvement in this project, including its use of participant

¹ Personnel includes both employees and any external agents who may be contracted by any Party to work for FB, and who are legally bound to comply with that Party's data protection instructions and policies about use of participants' personal data.

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information, because it is in line with this official role and our related responsibilities.

As personal information collected from Future Bright participants includes “special categories”² we also rely on a further condition. Future Bright aims include improving understanding about any career challenges, or discriminatory treatment, our participants may face due to their physical or mental health conditions, disabilities, criminal record, or their ethnicity. This use of participant information is lawful because it meets a “substantial public interest”.

How long will your information be kept?

Your information will be held on the Future Bright database for a period of three years after the end of your participation in the Future Bright project.

Your privacy rights

You have the right to refuse to provide information which is requested of you. In some cases, your refusal may mean you can no longer be a Future Bright participant, but we will explain this to you before you decide.

You also have the right to object to our use of your information. This means you can request that we stop using any information that you have already given which can be used to identify you, and to request that we delete this from our database.

You have the right to request access to the information we hold about you, and we will provide you with a copy of the records.

You have the right to tell us about any information we hold about you which is inaccurate or wrong, and, if so, we will correct it.

Who do I contact if I have concerns or questions about Future Bright’s use of my data?

If you have any questions or concerns about the content of this Privacy Notice, or if you want to exercise your privacy rights (described above), please contact the Data Protection Officer at your registered Council (Either Bristol City (BCC), Bath and NE Somerset (BNES), and South Gloucestershire Council).

Appealing to the Regulator

² “Special categories” include information about: health and ethnicity

If you are not satisfied with our response to your concerns about our treatment of your data, and/or feel we have not properly respected your privacy rights, you have the right to contact the Information Commissioner's Office (ICO) and tell them about this. You can lodge a complaint with the ICO by following this link: <https://ico.org.uk/concerns/>; Or by telephoning: 0303 1231113.