



Privacy Notice

Nominated Safeguarding Practitioner	Tina Carrington (Director) E: tina@purposedrivencareers.co.uk	<i>T. Carrington</i>
Document Number	1	Privacy Notice
Effective From	2nd April 2024	<i>T. Carrington</i>
Next Review Date	2nd September 2026	<i>T. Carrington</i>

This privacy notice tells you what to expect from your personal information.

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Contact details:

Purpose-Driven Careers CIC, 124-128 City Road, London EC1V 2NX

Telephone: 07783 762560 | Email: tina@purposedrivencareers.co.uk

In this privacy notice policy, wherever you see the words ‘we’, ‘us’ or ‘our’ it means **Purpose-Driven Careers CIC**.

What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery and third-party referrals**:

- Names and contact details
- Gender
- Pronoun preferences
- Addresses
- Date of birth

- Emergency contact details
- Next of kin details
- Photographs or video recordings
- Health information (including medical conditions, test results, allergies, medical requirements, and medical history)
- Dietary information (including allergies and health conditions)
- Information about care needs (including disabilities, home conditions, dietary requirements, and general care provisions)
- Information about work, home, and living conditions
- Information about support requirements
- Information about lifestyle, interests, or personal history
- Criminal offence data
- Records of meetings and decisions
- Information about income and financial needs for funding or personal budget support
- Payment details (including card or bank information for transfers and direct debits)
- Website user information (including user journeys and cookie tracking)
- Information relating to compliments or complaints

We also collect or use the following information to **provide services and goods, including delivery and third-party referrals**:

- Racial or ethnic origin
- Trade union membership
- Genetic information
- Biometric information (used to identify someone)
- Health information
- Sexual orientation information

We collect or use the following information to **receive donations or funding and organise fundraising activities**:

- Names and contact details
- Donation history
- Taxpayer information (for Gift Aid purposes)

We collect or use the following personal information for **service updates or marketing purposes**:

- Names and contact details
- Marketing preferences
- Recorded images, such as photos or videos
- Website and app user journey information
- Records of consent, where appropriate

We collect or use the following personal information to **comply with legal requirements**:

- Name
- Contact information
- Identification documents
- Financial transaction information
- Health and safety information
- Criminal offence data

We collect or use the following personal information for **recruitment purposes**:

- Contact details (e.g., name, address, telephone number, or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (e.g., job application, employment references, or secondary employment)
- Education history (e.g., qualifications)
- Right to work information
- Details of any criminal convictions (e.g., Disclosure and Barring Service (DBS) checks)
- Security clearance details (e.g., basic checks and higher security clearance)

We also collect or use the following information for **recruitment purposes**:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Genetic information
- Biometric information (used to identify someone)
- Health information
- Sexual orientation information

We collect or use the following personal information for **dealing with queries, complaints, or claims**:

- Names and contact details
- Address
- Payment details
- Account information
- Purchase or service history
- Witness statements and contact details
- Relevant information from previous investigations
- Customer or client accounts and records
- Financial transaction information
- Information relating to health and safety (including incident investigation details and reports, and accident book records)
- Correspondence

We also collect or use the following information for **dealing with queries, complaints, or claims**:

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK **GDPR**. You can find out more about lawful bases on the **ICO**’s website.

Purpose-Driven Careers CIC (company registration number 15608471) is registered with the **Information Commissioner’s Office** (the UK’s independent regulator on personal data rights) under the **General Data Protection Regulation 2016/679** and **Data Protection Act 2018 (DPA.)**

The lawful basis we rely on may affect your data protection rights, which are, in brief, set out below. You can find out more about your data protection rights and the exemptions which may apply on the **ICO**’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information, such as details about where we get personal information from and who we share personal information with. There are some exemptions, which means you may not receive all the information you ask for. [You can read more about this right here.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)

- **Your right to object to processing** - You have the right to object to the processing of your data. [You can read more about this right here.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or you. [You can read more about this right here.](#)
- **Your right to withdraw consent** - When we use consent as our lawful basis, you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **provide services and goods, including delivery and third-party referrals**, are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Contract** - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Our lawful bases for collecting or using personal information to **receive donations or funding and organise fundraising activities** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Contract** - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Contract** - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Our lawful bases for collecting or using personal information to **comply with legal requirements** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

- **Contract** - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Contract** - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Our lawful bases for collecting or using personal information for **dealing with queries, complaints or claims** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Where we get personal information from

- Directly from you
- Regulatory authorities
- Family members or carers
- Other health and care providers
- Charities or voluntary sector organisations
- Schools, colleges, universities or other educational organisations
- Previous employers
- Not sure

How long do we keep information

Purpose-Driven Careers CIC will retain the information in line with its **Retention Policy**.

Purpose-Driven Careers CIC will delete its data when the relevant programme delivery has finished.

Others we share personal information with

- Charities and voluntary organisations
- Organisations we need to share information with for safeguarding reasons
- Emergency services
- Local authorities or councils

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the **ICO**.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website:

<https://www.ico.org.uk/make-a-complaint>