USEL Privacy Notice Who

are we?

We are Ulster Supported Employment Limited (Usel).

Usel was established in 1962 to provide supported paid employment for people within its Belfast manufacturing base. In 1980 Usel merged with Workshops for the Blind to become the largest supporter of people with disabilities and health-related conditions into open employment in Northern Ireland. Each year we employ, support, and train up to 1500 people with disabilities or health-related conditions across the province.

Our address is: 182-188 Cambrai St, Belfast, BT13 3JH Our
telephone number is: 028 9035 6600
Our email address is: info@usel.co.uk

What information will we collect about you?

We will collect some, or all, of the following information about you depending upon your reason for engaging with us.

We collect information about you when:

- We receive a referral from a statutory body and/or a referral agency with whom we engage to deliver our training & employment support programmes;
- You request or gain access to any of our services;
- You provide feedback or make a complaint;
- You make an application for employment and/or become a member of USEL staff;
- You become a Board member;
- You apply for and/or become an Associate Partner

We also process personal information using CCTV systems and we monitor and collect visual images for Security, Health and Safety and Insurance reasons

From time to time, we may also be provided with information about you from bodies such as Referral Partners including but not limited to Training Providers, Project Promoters, those contracted by statutory bodies and delivering relevant services, voluntary & community organisations, Housing Associations, Jobcentres, the relevant Health and Social Care Trust, the Department for Communities, the Department for Economy, the Department for Education, employers, etc.

We may also be provided with information about you from organisations participating in the National Fraud Initiative (NFI) data matching exercise conducted by the Cabinet Office and the Comptroller and Auditor General for Northern Ireland (C&AG). Further information about the NFI in Northern Ireland can be found on the website of the Northern Ireland Audit Office (NIAO)

How will we use the information about you?
If you visit our website, we will gather the following information to help us maintain the website and improve the experience for our users. This information relates to your computer and individual users will not be identifiable from this information:

- The type and version number of the browser used to access the website (e.g. Internet Explorer, Safari, etc);
- The operating system your computer uses (e.g. Microsoft Windows, MacOS, Linux, etc);
- The website from which an accessing system reaches our website (so-called referrers);
- The sub-websites;
- The date and time of access to the Internet site;
- The IP address;
- The Internet Service Provider (ISP) of the accessing system; and
- Any other similar data and information that may be used in the event of attacks on our information technology systems.

In addition, our website makes use of cookies. You can configure your web browser to enable or disable cookies for this site.

If you are making a general enquiry via the contact form on our website, we will ask you for:

- your name and email address.

If you are applying for one of our advertised vacancies, and have not already done so, we will ask you to create an account on our website. To create your account, we will ask you for:

- your name;
- your contact details (address, telephone number and email address);
- your employment and educational history;
- your right to work in the UK; and
- monitoring information.

If we subsequently offer you employment, we will ask for the following additional information:

- details of your next of kin;
- details of your bank account;
- your date of birth and National Insurance Number (NINo);
- details of relevant convictions;
- details of any health conditions or disabilities;
- details of GP; and
- details of dependants.

If you are purchasing an item from our shop, we will ask you for:

- your name;
- your address;
- your contact details, e.g. email address or mobile phone number;
- details of your debit or credit card or PayPal account for payment.

We will only retain the information needed to make deliveries.

If you are a participant on our programmes or are availing of our support, we will make use of:

- your name;
- your contact details (address, telephone number(s), email address);
- relevant health related information;
- contact details for your Next of Kin;
- details of benefit(s) you may be receiving when you join our programme(s)
- your employment, work experience and educational details, where needed;
- your NINo;
- your date of birth, where needed;
- matters relating to your programme participation and progress; and
- relevant monitoring information.

If you are a USEL Board member, we will make use of:

- your name;
- your contact details (address, telephone number and email address); and
- other information needed to process payments

How will we use the information we collect about you?

We process your information for a variety of reasons, including:

- To process your application for employment;
- To record monitoring details as per the Equality Commission Requirements;
- To set up HR files (where employment is offered);
- To have contact details in case of an emergency (where employment is offered);
- To deal with enquiries submitted via our website; and
- To manage orders received via our Usel Factory Shop website.
- To enable us to provide you with training and support in relation to employment and to communicate with you to provide services which meet your needs.
- To ensure that we meet all our legal responsibilities.
- To protect individuals from harm
- To assist your discharge of Board responsibilities
- For the prevention and detection of fraud, through our participation in the NFI.

Transferring Information Overseas

- We do not transfer any personal information outside of the EEA.

Your rights to access data

- While requests for information can be made verbally, ideally these will be made in writing. A form has been developed for your use. Evidence of identity may be required before information is released. If we consider that your request is unfounded, asking for too much information or it is information we have previously provided then we may charge a reasonable fee for this or we may refuse to respond to you. If we refuse to respond to your request, we will advise you of our reason with one month of

your request. You have the right to appeal to the Information Commissioner's Office or to seek a judicial remedy.

What we would also like to do with the data

- We may wish to contact you to take part in some independent research and/or focus groups or to provide you with specific advice around future services.
- You have the right to stop us from contacting you for research purposes other than those instances where there is a contractual requirement to provide the information. If you no longer wish to be contacted for research purposes, please contact us.

The lawful basis for the processing.

If you are making a purchase from our shop; applying for one of our advertised vacancies or discharging Board member responsibilities; or participating in our programmes, we process your personal data in order to fulfil our contractual obligations to you.

If you are making a general enquiry via our website, we process your personal data to provide the information requested. This is done on a legitimate interest basis.

Where we process your personal information for the purposes of the NFI, this is because of a legal obligation.

GDPR Consent

- Where information was provided on the basis of consent, you have the right to withdraw consent for the use of your information at any time; however this may affect the service that we are able to provide. If you believe that the information we hold on you is incorrect, you should notify us and we will arrange to have the information corrected within one month of your notification. We will also tell anyone else to whom we have provided this information.

Who we share your information with?

None of your personal data is shared with organisations outside the EU.

- We may sometimes need to share the personal information we process with other organisations where it is necessary to fulfil a contract, or where we need to ensure that you are being paid the correct amount or where we are legally required to do so. Where this is necessary we are required to comply with all aspects of General Data Protection Regulations (GDPR). Such parties could include: employers; training providers, statutory bodies, etc
- We will not share your information with third parties for marketing purposes.
- Where sales have been made by USEL to you, relevant information will be shared with third party payment providers such as Paypal, Stripe, Shopify, etc. These companies comply with all necessary industry security standards.
- For the purposes of the NFI, we will share certain personal data with the Cabinet Office and the C&AG. The C&AG may share this information with other organisations participating in the NFI. This may include Government Departments, Local Councils and other publicly-funded bodies. The Privacy Notice for the Cabinet Office relating to the processing of personal data for the purposes of the NFI can be found here (Cabinet Office NFI Privacy Notice). The Privacy Notice for the C&AG relating to the NFI can be found here (C&AG NFI Privacy Notice).

How long will we keep your personal data?

We will only keep your personal data for as long as we need it to provide our services to you, or to fulfil our legal obligations. This retention period will be informed by the nature of those services, or obligations. For example, data collected to process an order from our shop will be retained for a different period of time from data collected in the course of filling an advertised vacancy. Any information we collect is stored using guidance issued by relevant bodies. Full details of this are included in our Retention Policy and is available on request.

What rights do you have in relation to your personal data?

- You have the right to be informed about the collection and use of their personal data;
- You have the right to access your personal data;
- You have the right to have inaccurate personal data rectified, or completed if it is incomplete;
- You have the right to have personal data erased in certain circumstances;
- You have the right have the right to request the restriction or suppression of your personal data;
- You have the right to obtain and reuse your personal data for your own purposes across different services;
- You have the right to object to the processing of your personal data in certain circumstances; and
- You have rights in relation to automated decision making and profiling. However, we do not use your personal data in this way.

Third parties from whom we obtain your personal data

If you are applying for one of our advertised vacancies, we will obtain your personal data from GetGot Jobs, who process job applications on our behalf. You can view GetGot Jobs Privacy Policy here GetGot Jobs Privacy Policy.

If you are applying to be a participant on one of our programmes, we may obtain your data from those bodies / referral agencies specified above

Personal information processed in connection with the NFI may be obtained from other participating organisations.

Our Data Protection Officer

Our Data Protection Officer is Donna McGlade. Donna can be contacted:

- In writing, at USEL, 182-188 Cambrai St, Belfast, BT13 3JH;
- By telephone, on 02890356600 or
- By email, at dataprotection@usel.co.uk

The right to lodge a complaint with a supervisory authority.

If you have any concerns about the way in which we are processing your personal data, you can make a complain to the Information Commissioner. Further information can be found on the Information Commissioner's website.