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| <p><b>This is the statement of general policy and arrangements for:</b></p>   | <p><b>THE RIGHT TO WORK</b></p>                                    |
| <p><b>Debbie Lyall (Managing Director)</b><br/><b>Louise Macmillan (Operations Director)</b></p>  | <p><b>has overall and final responsibility for this policy</b></p> |
| <p><b>Maxine Grantham – Staunton (Operations Manager)</b><br/><b>Louise Macmillan</b></p>   | <p><b>has day to day responsibility for this policy</b></p>        |
| <p><b>Statement of general policy</b><br/>The Right to Work CIC is committed to ensuring the privacy and security of all individuals accessing our service. This Privacy Policy covers how we collect, use and disclose personal information</p>  |  |
| <p><b>OUR PRINCIPLES:</b></p> <ul style="list-style-type: none"> <li>• We believe that privacy and data protection are human rights.</li> <li>• We take protecting your privacy seriously and we recognize that we have a duty of care to the people whose data we hold.</li> <li>• We will only use your data for the specific reason it was collected.</li> <li>• We will make sure the data we hold is accurate and adequate.</li> <li>• We will not store data for longer than we need to.</li> <li>• We will treat all data with integrity and confidentiality.</li> </ul> |  |
| <p><b>INFORMATION WE COLLECT</b></p> <ul style="list-style-type: none"> <li>• Name, date of birth and contact information.</li> <li>• Emergency contact details</li> <li>• Relevant information that is vital to providing support, physical or mental.</li> <li>• Health information</li> <li>• Dietary preferences</li> <li>• Individual support plans and goals</li> </ul>   |  |
| <p><b>HOW WE USE THIS INFORMATION</b></p> <ul style="list-style-type: none"> <li>• To provide tailored support to our Supported Volunteers</li> <li>• To ensure the safety and security of all Supported Volunteers attending our service.</li> <li>• To communicate important information to agreed organisations and people.</li> </ul>   |  |
| <p><b>INFORMATION SHARING AND DISCLOSURE</b><br/>We do not sell, rent or trade personal information to third parties. However, we may share information in the following circumstances:</p> <ul style="list-style-type: none"> <li>• With consent, we may share information with third parties involved in your care and support e.g. Social Services, NHS, carers</li> <li>• Safeguarding, if we genuinely believe an individual may be harmed or at risk of harm.</li> <li>• Legal requirement, if required to do so by law.</li> </ul>                                       |  |
| <p><b>LEGAL RIGHTS AND CHOICES</b></p>  |  |

- You have the right to access your data and request a copy.
- You have the right to ask us to correct any incomplete or inaccurate information we have about you.
- You have the right to ask us to delete information if we no longer have good reason for keeping it.
- You have the right to ask us to make your data available in an accessible format to allow for portability.

If you would like to exercise any of these rights or are dissatisfied with how we have used your information please contact Debbie Lyall (Managing Director) [management@therighttowork.co.uk](mailto:management@therighttowork.co.uk) 07931564399

**COMMITMENT TO CONTINUOUS IMPROVEMENT OF DATA PROTECTION MANAGEMENT SYSTEM**

- Continually seek industry specific legal or conduct regulations for handling personal data
- Ensure compliance to the requirements of internal and external parties
- Monitor applicable laws, possibly with special local regulations

Signed: \* (Employer)

Date:

4<sup>th</sup> Feb 2026