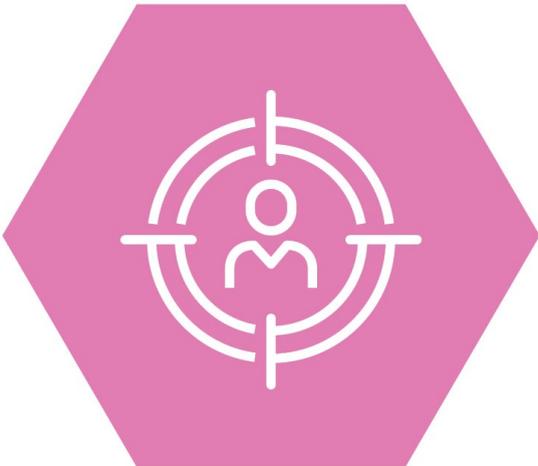
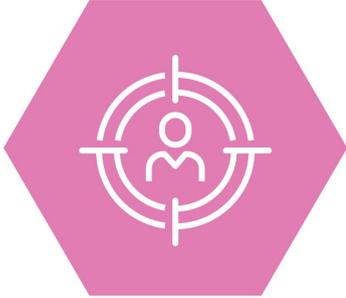


# Keeping your information private and safe



**Easy read**

# Who we are and what we do



We are the **Working Well Specialist Employment Service** or **Working Well SES** for short.



We will help you if you are out of work and have a learning disability, autism or a mental health condition.



Your **NHS Trust** or **Local Council** may have put you in touch with us if they know you've found it hard to get a job.



We will help you find a job and stay in work.

# Who we are and what we do



We will pair you up with an **Employment Specialist**. This is someone who knows a lot about work.



Your **Employment Specialist** will help you make a plan to help you find paid work.



This could mean helping make changes at your workplace to make it easier for you.

It could mean helping you with your lifestyle or health condition and how this affects you in work.

# Who we are and what we do



Working Well SES is run by **Greater Manchester Combined Authority**, or **GMCA** for short, **Greater Manchester Health and Social Care partnership**, or **GM HSCP** for short and **Remploy**.



**GMCA** help people in Greater Manchester in lots of different ways. They can use information to help you get a job.



They can also share information with some people who are working with us to help you find a job.

Sharing information safely means we can join up our working and do a better job helping you back to work.

# Keeping information and data safe



There are laws that we need to follow when we use your information.

These are called



- **General Data Protection Regulation** or **GDPR** for short
- **Data Protection Act 2018.**



**GMCA** and **Remploy** are in charge of looking after information about you.

You are allowed to know who has information about you, and how they are using it in order to run the Working Well SES scheme.



We will let you know how we use the information later in this booklet.

# How we use your information



When you join the service, you will be put together with an **Employment Specialist**. This is someone who knows a lot about work.



Your **Employment Specialist** will ask you some questions about yourself. They will also keep notes about what you talk about with them.



They will share some of this information about you with **GMCA** and the **NHS Trust** or **Local Authority** who put you in touch with us.



We will only share it with people who need to know, and only for the reasons we tell you about.

# How we use your information



Your **Employment Specialist** will help you with getting back to work. Sharing some information about you makes it easier to help you.



It also means you don't have to tell lots of different people the same thing over and over again.



We only share information people need to know to help you, and no more.

# How we use your information



As well as making sure you get the help you need, there are some other ways we use information about you.

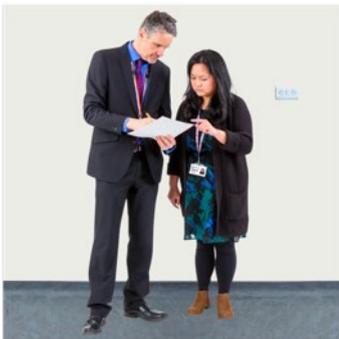


1. To see how well the programme is working, and how we can make it better. This is called the **Evaluation Process**

2. The **European Social Fund** have given us some money to help us run the programme. Sometimes they need to check we are spending the money on the right things, so we may have to share some information about you with them



3. **GMCA** sometimes need to check that the programme is being run in the way we agreed with them.



# How we keep your information safe



We will keep any information you tell us safe.

**Remploy** will keep it on computers that have had all the proper security checks.



**Remploy** will also make sure they have done the very best security checks.



We want you to know that we've done everything properly so that no one can see information about you who isn't supposed to.

# How long we will keep your information



We will keep the information about you to do with the Working Well SES programme until 2034.



This is so we can use it in the **Evaluation Process**. After this, we will destroy it.



The **Evaluation Process** is how we check how well the programme is working, and how we can make it better.



The information we keep for the **Evaluation Process** won't include your name, so no one will be able to tell it is about you.

# Your rights



Rights



You can:

- ✓ Ask to see what information we have about you
- ✓ Tell us if you are worried, we are not using information in the right way
- ✓ Check that the information about you is all right and up to date
- ✓ Say if you are not happy about how we are looking after information about you.



You can read more about your rights on the **Information Commissioner's** website. [www.ico.org.uk/for-the-public](http://www.ico.org.uk/for-the-public)



If you are not happy your information is being used properly, please speak to your **Employment Specialist** or their manager.

You can also email **Remploy's Data protection team**

[dataprotection@maximusuk.co.uk](mailto:dataprotection@maximusuk.co.uk)

# Sharing your information



Your **NHS Trust** or **Local Authority** will give your **Employment Specialist** a little bit of information, so they can get in touch with you and start helping you.



This will include:

- ✓ Your name, address, telephone number or email address
- ✓ Tell them a little bit about your condition or illness
- ✓ Anything that Remploy might need to change so the service can be the best fit for you.



If Remploy needs to share your information during the programme, for example with an employer, they will only do so with your consent.

# Sharing your information



When you have finished the programme, your **Employment Specialist** will tell the **NHS Trust** or **Local Authority** who put you in touch with us some information about you.



This will

- ✓ If you got a job and what job it is
- ✓ If you still need help now you have finished the programme
- ✓ If you have finished the programme or if you stopped it early
- ✓ If we have put you in touch with any other services or programmes to help you.

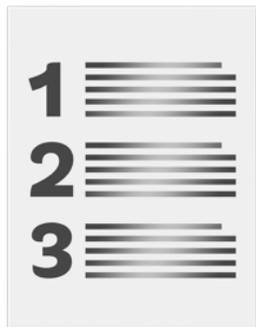


# Sharing your information



Remploy will give information about you to **GMCA** so they can look at how well the programme is working and how to make it better.

This will include:



- ✓ How old you are and where you live
- ✓ Information about your health
- ✓ Information that tells them if we've been running the programme as we are supposed to
- ✓ Information that means they can pay people properly.



It will not include your name so no one will be able to tell it is about you. This information will not be used to make any decisions about you.



It will be used to make the programme and other help better in Greater Manchester.

# Sharing your information



Where you have been referred to the programme by an NHS Trust, Remploy need to share information with the NHS.



This information includes employment status and weekly hours worked and will be shared during the programme.



The NHS need this information to make sure the support you get is similar to people on other programmes.

# Get in touch



You can get in touch with us about the

## **Greater Manchester Combined Authority (GMCA)**

Website

[www.greatermanchester-ca.gov.uk/](http://www.greatermanchester-ca.gov.uk/)

Telephone 0161 778 7000

Email

[enquiries@greatermanchester-ca.gov.uk](mailto:enquiries@greatermanchester-ca.gov.uk)



## **Remploy Working Well SES**

Website

[www.remploy.co.uk/WWSES](http://www.remploy.co.uk/WWSES)

Telephone 0300 456 8136

Email [workingwellSES@mail.remploy.co.uk](mailto:workingwellSES@mail.remploy.co.uk)



**GREATER  
MANCHESTER**  
DOING THINGS DIFFERENTLY

**WORKING  
WELL**  
SPECIALIST EMPLOYMENT SERVICE

**GMCA** GREATER  
MANCHESTER  
COMBINED  
AUTHORITY

 **European Union**  
European  
Social Fund

**NHS**  
*in Greater Manchester*