



JOINED UP FOR JOBS

Edinburgh's Jobs Strategy

Covid-19 Privacy Notice Advice

Currently it is difficult, if not impossible, to get clients to physically sign a privacy notice. If you are engaging with a new client could you send the following to them through email and ask them to return confirming that they have understood what has been explained and are happy to proceed and have their data held on Caselink. Please retain a copy of the returned email as evidence of the client's permission.

If for some reason this isn't possible – such as the client doesn't have an email or can't currently access their emails please either direct them to a copy of this notice on your website or as a last resort post them a copy. The Information Commissioners Office indicate that the important factor is ensuring the client can access, read and retain a copy of the privacy notice.

Please explain that they may have to retrospectively sign paperwork when the situation improves and face to face meetings are able to begin again.

The date that the email was returned should then become the DPA date on Caselink.

Please note that this advice is temporary due to the extraordinary circumstances relating to Covid-19. We will be in touch once working practices return to normal to indicate that the standard practice of having clients read and sign a Privacy Notice will be expected of all providers.

Privacy Email Wording for Clients (extract)

1. I understand that electronic and paper records about me are held for the purpose of providing me with a service related to:
 - a. Employment and employability support
 - b. Volunteering opportunities
 - c. Local courses
 - d. Skills training
 - e. Specialist support
 - f. Financial help

2. I understand that the information provided by me may be shared with other service providers who can contribute to my employment, volunteering, training and education opportunities.

3. I understand that in some cases the service provider may need to contact my employer, college, placement etc. to verify an outcome. Due to funding criteria, the service provider would need to verify employment for example at start, 4-week, 13-week and 26-week period etc. If verification cannot be obtained from my employer, then I will have to provide payslips.
4. I understand that this information will primarily be used only for the purposes of providing a service to me will also be used for monitoring and statistical purposes.
5. I understand that I can make a request to restrict what information may be shared and with whom.
6. I understand that I have a right to review all information and records about me in accordance with current data protection legislation.

Signed (client prints name)

Date (will be on email to be used for Caselink)