

This form asks for your consent to allow us to use your personal data for the reasons stated below. You should only sign it if you want to give us your consent.

Who are we?

The Youth Employability Service (YES East Sussex) is delivered by CXK and commissioned by East Sussex County Council. Please take time to read the following and discuss with your YES adviser.

The name of the organisation asking you for consent to use your information is: CXK, The Old Court, Tufton Street, Ashford, Kent, TN23 1QN

The contact details of our Data Protection Officer (DPO) are Teresa Stone – dataprotection@cxk.org, 01233 224244. address as above.

We would like to collect and use the following information about you:

Contact Details (Name, Address, Email Address, Telephone/Mobile Number)
Details of sessions and actions taken to support you, will be held securely on a client database – this is owned and managed by East Sussex County Council.

How will we use your personal data?

Your personal data will be used to offer careers guidance and to send you further information which may be helpful to you in relation to support and guidance. We may use it to signpost you to other support that may be suitable or that you have requested during a session. This is how we support you to achieve your goals and aspirations. At times we may ask and get your permission for us to share information with, for example another professional you are working with, to help give you a better service. We may also ask you to complete a survey, to help us to reflect or improve the service we offer.

Is my personal data protected?

We use encrypted storage, transfer for all electronic data, and have password access controls in place. If we collect paper copies, we will store these in secure locked cabinets with controlled access by approved individuals.

How long will we keep your information?

Your data will be stored, securely, on our internal computer network or secure storage for four years from creation, and any personal data will be disposed of securely. For data held by the East Sussex County Council, please refer to their retention schedule [Managing records and information | East Sussex County Council](#)

Will your personal data be shared?

YES, East Sussex will not share details of your sessions with other people unless we have reason to believe that you or someone else is at risk, there is a threat to life, or you have told us about illegal activity. At times we may ask and get your permission for us to share information with, for example another professional you are working with, to help give you a better service.

- If we believe that there is a risk, threat to life or something illegal has happened, we may need to pass on information to others with or without your permission, in order to keep people safe or comply with the law

Can I access the personal data you hold about me?

Individuals have a right to make a 'subject access request' to gain access to personal information that CXK holds about them. This includes:

- Confirmation that their personal data is being processed.
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned.
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this is not possible, the criteria used to determine this period.
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual.
- Subject access requests must be submitted in writing, either by letter or email to the DPO. Including: Name of individual, correspondence address, contact number and email address, along with details of the information requested

What are my rights in relation to the personal data you hold about me?

Individuals also have the right to:

- Withdraw their consent to processing at any time.
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest.
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, which might negatively affect them)
- Prevent processing that is likely to cause damage or distress.
- Be notified of a data breach in certain circumstances.
- Make a complaint to the Information Commissioners Office (ICO)
- Ask for their personal data to be transferred to a third party in a structured, commonly used, and machine-readable format (in certain circumstances)

Individuals should submit any request to exercise these rights to the DPO. You can do this by writing to us at the above address, emailing our DPO at dataprotection@cxk.org

Your right to complain.

If you have a complaint about our use of your information, we would prefer you to raise it with us in the first instance to give us the opportunity to put it right, please write to the DPO at dataprotection@cxk.org

Please provide the following information

If you consent to provide the information requested, please give it below:

Name:	
Telephone:	
Email:	
Address:	

Please read and agree to the following statements, by adding Y (Yes) or N (No) in the two boxes below:

By continuing to receive support from YES East Sussex, you understand and accept the following:	
I agree that you can hold my personal information on the secure database	
I understand that YES will not share details of our sessions without my consent unless there is a risk of harm, threat to life or illegal activity.	

Please complete this section to show your consent.

I have read and consent to my personal data, as detailed above, being held, and used by CXK for the purposes stated.

Your Signature:	
Your Name:	
Date:	

You can find a digital copy of this document by following our QR code.

