



Skills for Care Ltd (with company number 03866683 and charity number 1079836) ("SFC" or

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## 1. Introduction

This privacy policy relates to the ICA initiative.

The types of personal data that may be submitted by you in relation to the ICA programme include your forename, surname, age range, email, telephone number, job role and role type.

If you have submitted personal data as part of an event feedback questionnaire, the information may include your name, employing organisation and email address.

## 2. Data Collection

Personal data is collected and uploaded to the ICA online register by your service coordinator. We rely on your ICA service coordinator ensuring that they have sought consent from you that meets the requirements of GDPR or alternatively ensuring that it is permitted to transfer your personal data to Skills for Care and/or upload it to ICA online register pursuant to another ground set out in GDPR.

We anticipate that, in most cases, your service coordinator will need to seek your consent to upload it ICA online register. You are entitled to withdraw your consent at any time either by notifying your service coordinator or by notifying us in which case we will delete your personal data from the ICA online portal. Please note that if you withdraw your consent you will no longer be able to act as an *I Care...Ambassador*.

## 3. Partnership Services

Partnership services are a group of employers or care establishments, each employer or establishment will have a key contact called the 'employer member' the employer member will

### 3.

We will never sell your personal data. We will only share your personal data as described in this privacy policy.

We may share your information with any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the Companies Act 2006.

We may also share personal data with subcontractors or suppliers who provide us with services. For example, if we contract with an independent research agency to carry out an evaluation of *I Care... Ambassadors*, these activities will always be carried out under a legal signed contract in place with that subcontractor/supplier that sets out the respective roles and responsibilities with regard to data protection matters, including who individuals can contact if they want to complain or exercise any of their rights under the GDPR and participation in any research or evaluation would only be with your explicit consent.

We may also need to disclose your personal information where we:

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Alternatively, please write to The Data Protection Officer, Skills for Care Ltd, West Gate, 6 Grace Street, Leeds LS1 2RP. If you thin

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