

GMB Reach Out GDPR Privacy and Consent Statement

The legal basis on which we collect and use your information

GMB Reach Out is contractually obliged to process data with the Department of Education to secure funding for the provision of services funded through the Union Learning Fund to enable individuals to engage in learning.

Generally, the information is processed as part of our public interest task of supporting individuals to participate in learning. In providing this service, the lawful basis that GMB Reach Out processes data under is: Legal obligations, contractual necessity and public interest.

Any marketing we carry out will be on the basis of explicit consent. If you have made a specific request for information about the services provided by GMB Reach Out, we will send you additional and relevant information relating to your enquiry under legitimate interests. Information will be sent to you using the format and method you have given as your preference (e.g. mail, e-mail, social media).

GMB Reach Out does not ordinarily store or transfer your personal data outside of the European Economic Area (EEA). If there is a requirement to do so, GMB Reach Out will seek your consent prior to transfer. At no time will we assume your permission to use information that you provide for anything other than the reasons stated here.

Who we will share your information with

GMB Reach Out will at times need to share the information we collect and process with yourself and also with other organisations. Where this is necessary, we are required to comply with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.

GMB Reach Out is or may be required to share data to fulfil its legal and contractual obligations with the following organisations:

- Department of Education
- TUC Unionlearn
- Colleges, independent training providers, or other training organisations
- Healthcare, social and welfare organisations
- Police forces, courts and tribunals
- Local and central government

Third Party Requests

GMB ReachOut may from time to time receive requests from third parties for access to documents containing Personal Data. GMB ReachOut may disclose such documents to a third party where it is legally required or permitted to do so. Such third parties may include:

- health professionals
- the Police and other law enforcement agencies
- the Charity Commission
- HMRC
- Government departments
- other regulators
- immigration authorities
- insurers
- local authorities (e.g: Trading Standards)
- Courts and Tribunals and organisations seeking references.

Your rights

Under GDPR and Data Protection legislation you have the right to:

- a) request access to Personal Data held about you by GMB ReachOut (including, in some cases, having it provided to you in a commonly used and machine-readable format);
- b) have inaccurate Personal Data rectified;
- c) have the processing of your Personal Data restricted in certain circumstances;
- d) have Personal Data erased in certain specified situations (in essence where the continued processing of it does not comply with the Data Protection Rules);
- e) prevent the processing of Personal Data for direct-marketing purposes
- f) prevent Processing of Personal Data which is likely to cause unwarranted or substantial damage or distress to you or any other individual; and
- g) prevent, in some cases, decisions being made about you which are based solely on automated processing (i.e: without human intervention) and which produce significant or legal effects on you

By ticking the boxes below you agree that:

- Your personal data can be shared, as appropriate, so that GMB Reach Out can fulfil its legal and contractual requirements
- Following your initial engagement your personal data may be shared with Colleges, independent training providers or other training organisations to facilitate your participation in a programme of learning. Your personal data may also need to be shared for audit purposes.

How long we keep your personal information

GMB Reach Out will retain your personal information for periods of time consistent with regulatory, statutory and legal requirements as detailed in GMB Reach Out’s Document Retention Schedule (a copy of which is available on request or via the GMB Reach Out website). Records that are no longer required are disposed of securely and in a timely fashion. For the purpose of the Union Learning Fund, the information you supply will be retained by GMB Reach Out until at least 31st December 2028.

Additional Consent

GMB Reach Out may need to contact people occasionally to provide information about you, please tick the boxes below that you consent to:

- Parent/Guardian
- Carer
- Department of Work and Pensions (Unemployed learners only)

Marketing and Communications Consent

From time to time, we may want to send you marketing information about future courses, offers, products and services. If you agree to be contacted, please select your preferences below:

- Email Phone SMS Post

CONSENT

By consenting to this privacy notice you are giving GMB Reach Out permission to process your personal data specifically for the purposes identified above in this notice.

Forename:	Surname :
Signature:	Date:

Please provide participant with a copy of the GDPR Privacy and Consent Statement

GMB Reach Out GDPR Privacy and Consent Statement – Participant Copy

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