



Data Protection, Privacy Policy and terms of use

Independent and Work Ready CIC are non for profit companies that are committed to following GDPR to ensure all personal information collected is only used lawfully, fairly and in a transparent manner in relation to all those using or contacting the service. We only ever collect information for the purpose of meeting your enquiry/need and never use the information for reasons not disclosed and never pass to third parties without explicit consent and never shared with anyone without explicit consent.

The information is kept to what is needed and adequate to meet the need. If information is ever passed to trusted partner organisations such as disability groups or charities this will always be with your explicit consent for example if you have asked to be referred.

If you share personal stories or art work or contributions to our website or for product design. We will ask for your condition where relevant, and should your design or contribution **be selected will share your condition and the contribution such as the art work or design online but will never share personal details like your name, address these will not be disclosed to others**. You remain in control of the details, we may collect 'personal stories' if you are happy to send these but these again will not include personal details such as your name or any contactable information. We work in partnership with individuals but personal information is not for public use but kept private and confidential. We may ask you to write a short statement for example about your design and explain why you did the design but this is optional and it is up to you what you write, we do not expect/need or want to share personal information.

Any information we collect regarding service users for our scheduled sessions for example a copy of an EHCP is relevant or a diagnosis is in order to support them, and on their terms. We only want service users to share information with us that are happy to do so. We will not

share this information with others outside of the service or with other service users. At all times confidentiality will be maintained.

We will collect from you details such as your address and other information as needed to deliver products customers may but will only be collected for the purpose given and details kept to what is adequately needed.

Participants accept that information posted on the website is not private and can be viewed by everyone. Before contributions go live the participant making the contribution will be consulted.

While to the organisation you will share your other personal details so we can contact these will never be disclosed to others. Alternatively you can use a third party to send in contributions such as another medical or educational service. While we collect information such as conditions to access certain aspects of our work such as certain eligibility or to better support you this is not to be shared such as on the website unless you want it to be. It will only be disclosed when needed and relevant to trusted staff members not to other participants or the public.

Some information is collected when using the website for example through, cookies, for best website functionality. We do have a newsletter but free subscription. is optional. You can opt out at any time and to use the site you do not have to subscribe and thus can stay anonymous.

At all times your explicit consent is sort when using information you provide and is only for the agreed purpose. We will only otherwise share your information if required by law.

We are not responsible for the content on third party websites although great care is taken to only signpost to trusted sites like the NHS, government or charities for example. We are also not responsible for computer viruses. The information we give is in good faith but although efforts have been made to ensure for example topic information is accurate like on the latest benefits or work support we can not guarantee accuracy. We do regularly review our website to keep it as accurate and relevant as possible.

Personal information is only collected for the specific, explicit and legitimate purposes. At know time is information used or told to third parties or used for a different purpose. Only relevant, adequate and limited information is collected. Information is collected for example on the website if people want to subscribe to the newsletter for example they give a contact name and email but then this information is only used for this purpose. Individuals can unsubscribe to the newsletter and can use our site anonymously. Again information on people's addresses is collected when processing a sale but only used for the delivery of the item and not for other purposes nor is the information passed to other parties.

At all times personal data, including protection is handled and stored with care and protected against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

All participants must act responsibly and respectfully of others including all participants, trainees, staff and volunteers. They must be good role models for the business and not disclose any information about other participants. By participating in the service you are agreeing to the use of your intellectual property, your ideas and designs in our business products and to volunteering your services in estance of our support unless other arrangements have been made such as due to competitions run by IWR..