|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personal Information** | | | | | | |
| First Name | |  | | Surname\* | |  |
|  | | | | | | |
| Contact Number\* | | |  | Email |  | |
| Address |  | | | | | |
| Postal Code\* | |  | | | | |

|  |  |  |
| --- | --- | --- |
| **Employment Support Information** | | |
| Please indicate the support you require:  (Check as many as needed) | Access to IT:  Basic IT Training:  Skills Assessment:  Vocational Training: | Help making online applications:  Help with Job Searching:  Vocational Guidance: |
|  | | |
| How Long have you been unemployed |  | |

**Please email forms to:** [**catford@salvationationarmy.org.uk**](mailto:catford@salvationationarmy.org.uk)

**Before sending please ensure you read and complete the Privacy Statement section**

**PRIVACY STATEMENT**

**Your Personal Data:** The Salvation Army Employment Plus\* will hold your personal information to provide you a service and performance of contracts which allow us to carry out our agreement with you.

**Why we need it The information you provide on this form will be used for the following purposes:**

• To carry out our responsibilities arising from any contracts entered into by you and us; • To enable the assessment, planning and provision of your individual support; • To ensure the health & safety of yourself, others, the service and the Salvation Army; • To meet policy, legislative, inspection, monitoring and research requirements.

How long we keep it We will regularly review how long we keep your personal information and will only keep it in line with our contract obligations. The law says we must keep some personal information to comply with our legal obligations, for example the DWP and ESF. Where we don't have a contract with you we will keep it for 36 months.

**What we do with it** We may share your information with departments within the Salvation Army, third parties service providers and other associated organisations for the purposes of completing and providing services to you and on your behalf (for example organisations who provide services to us under contract or referrals to clinical services like a qualified practitioner). When we use these service providers, we only disclose the personal information that is necessary to deliver the service.

**What are your rights?** You have a right to a copy of information we hold about you, and in some circumstances to have it amended or deleted and to withdraw consent. For this and to raise any queries on how your information is handled please contact Head of Privacy and Data Protection at the address below or data.protection@salvationarmy.org.uk. If you are still not happy you may raise concerns with the Information Commissioner’s Office.

**For more information see our privacy policy on The Salvation Army Website https://www.salvationarmy.org.uk/ or request a copy from the address below,**

**Head of Privacy and Data Protection Officer The Salvation Army, 101 Newington Causeway, London, SE1 6BN Tel 0207 367 4500**

**Who we are** The Salvation Army Trustee Company acting jointly in its capacity as trustee of either The Salvation Army Trust (Central Funds) and The Salvation Army Social Work Trust. Depending on the use of your data, either of these Trusts may be responsible. Our registered office is at 101 Newington Causeway London SE1 6BN. Document

**I have read the privacy statement**

**I agree with the statement**

**I consent to my information being held in accordance with the statement**