

# IPS Grow (IPSG) Reporting Tool – Client Data Sharing Consent Agreement Form

This document is to be used to gain consent from clients for their pseudonymised information to be uploaded and stored in the IPSG Reporting Tool. This form should be kept on file at the IPS Service Provider (Controller).

IPS Service Provider (Controller) and Team Name \_\_\_\_\_

Employment Specialist Name \_\_\_\_\_

Client Name \_\_\_\_\_ Client ID \_\_\_\_\_

## Important definitions in this document:

**“Controller”**: This is the IPS Service Provider and means that they are the Controller of your client data and are responsible for ensuring they obtain your consent and for storing your data safely and securely.

**“Pseudonymised”** data means: Your name is never captured, and the data cannot immediately be identified as belonging to you. Only the Client ID will be uploaded and stored alongside relevant information relating to your engagement with this IPS Service Provider. This makes it impossible for the IPSG Reporting Tool to identify you as an individual and identifiable person with the data held about you.

**“Aggregated data”**: this means that the data that can be viewed in the IPSG Reporting Tool is data that is gathered together. It is not possible for the IPS Service Provider or any other user to look at individual pieces of data. It is therefore not possible to locate specific clients via their client ID in the information displayed in the tool. Only added together totals for types of data are viewed in the IPSG Reporting Tool.

This IPS Service Provider and IPS Grow are committed to keeping your data safe and secure and ensuring that the information obtained from you is managed to the requirements as set out in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This Client Consent form sets out how your information is captured and analysed and your individual rights. We encourage you to read this document and clarify any concerns you may have with your Employment Specialist.

Please also note that how data is collected and processed is under regular review. Therefore, changes to this document may occur at any time, however this will be communicated to you if necessary.

## What happens with your Data and the IPSG Reporting Tool?

The information your IPS Service Provider collects about you is uploaded in **pseudonymised** form to the IPSG Reporting Tool. This IPS Service Provider is then able to view **aggregated data** about all the clients that they manage. They do this to ensure that outcomes are being tracked across the IPS Service Provider, the region and nationally.

The relevant management and funding organisations and authorised individuals for this IPS Service Provider (eg: The commissioning organisation, NHS England (IPS SMI) are also able to see **aggregated data** only for the IPS Service Providers under their control.

Your data within the IPSG Reporting Tool with **always be pseudonymised** and your identifiable personal information will never be entered into the IPSG Reporting Tool. Your data will NOT be used or shared for any commercial or marketing purposes. At all times your information will be kept securely, and nobody will have access to it that shouldn't.

## What Data may be shared?

- Referral date
- General referral source
- Date vocational profile complete
- Employment status at referral
- Date for job start
- Employment sector
- Average hours per week
- Date of 13 weeks in work
- Vocational profile
- Age
- Ethnicity
- Other demographic data

**What legal rights exist for collecting and processing your data?**

For the purposes GDPR, the IPS Service Provider stated at the top of this Client Consent Form is the **Data Controller**. The controller needs a clear basis in law (reason) in order to collect and process personal data and that basis (legal reason) is Legitimate interests – to help manage our service and organisation (Article 6(1) (f) GDPR and for 'special category' data Article 9(2) (a) GDPR).

**How long is your personal Data stored for?** Your data is stored in the IPSP Reporting Tool for as long as it is required. The data held by the IPS Service Provider internally is subject to the IPS Service Provider's terms and conditions and you should speak with your Employment Specialist for further information.

**What are your rights regarding your data that is uploaded and stored in the IPSP Reporting Tool?**

If you wish to decline or withdraw your consent for your data to be stored in pseudonymised form in the IPSP Reporting Tool, you can do so at any time by telling, writing to or emailing your Employment Specialist. If you have any questions about this Client Consent form or your information, or to exercise any of your rights as described above, please contact your employment Specialist.

I confirm that the Data Sharing Agreement & Data Protection arrangements have been explained to me, I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily. I agree for [service name] to manage my information including 'Special Category Data' as outlined

Client Name -----

Signature -----

Employment Specialist -----

Signature -----

