

Consent form to share your personal data

Your apprenticeship or paid internship at
is part of the Creative Employment Programme (CEP). This is an Arts Council England funded programme which is managed by Creative & Cultural Skills.

Creative & Cultural Skills would like some information about the people employed on the Creative Employment Programme so that it is able to offer CEP participants:

- **Access to training and support through *The Creative Academy*** (more detail overleaf)
- **The chance to feedback on their CEP apprenticeship or paid internship through an independent evaluation** (more detail overleaf)

To provide this we need your consent so your employer can share the following information about you:

- Your name, NI number, and demographic information (age, gender, ethnicity etc.)
- Details about your CEP funded role (job title, start date, end date, contact details)
- Your personal contact details (email and telephone)

The data and information provided will be used to inform the training and support we provide and for administrative and research purposes related to the Creative Employment Programme. This information may also contribute to the programme's overall evaluation.

Creative & Cultural Skills may also need to share some of this information with Arts Council England, CEP evaluation partners, The Creative Society and the Department for Work and Pensions for the purposes listed above.

All information you share with Creative & Cultural Skills and the partners listed above will be treated in strict confidence and will be dealt with in line with the Data Protection Act 1998. Your information will not be passed to any other parties.

Consent

Please tick if you **DO NOT** consent to your employer sharing this data with Creative & Cultural Skills

Please tick if you **DO NOT** want to be contacted about The Creative Academy training opportunities

Your Name [CAPITALS]

I give consent for my employer to share my personal information with Creative & Cultural Skills, and for Creative & Cultural Skills to hold my information on file and process it for purposes related to the Creative Employment Programme as outlined above, including sharing it with Arts Council England, CEP evaluation partners, The Creative Society and the Department of Work and Pensions.

Signed Date

If you are under 18 this form will need to be counter-signed by a parent or guardian below.

Counter signed Relationship

Date

The Creative Academy - *Helping build the future creative workforce*

The Creative Academy is a new initiative being run by Creative & Cultural Skills in partnership with The Creative Society. It is designed to support you to develop a career in the creative industries and will help you get the most out of your apprenticeship or internship.

This means you will have free access to:

- Bespoke training events, talks and workshops so you can meet other young professionals, industry experts and creative businesses;
- An online forum and alumni network so you can continue to develop new skills and improve existing ones.

We also want CEP participants to be involved in shaping The Creative Academy so whatever we run is tailored to your needs.

Sign up using this form and a member of staff from The Creative Academy will contact you to let you know more about getting involved.

You may choose to opt out of correspondence at a later date by using the 'unsubscribe' link at the bottom of any emails.

Evaluation

Creative & Cultural Skills is working with evaluation partners CFE Research and Qa Research to conduct a three year evaluation of the Creative Employment Programme which will run from October 2013 to March 2016.

As part of this evaluation CFE Research and Qa Research will contact a sample of CEP participants and employers at specific points during the apprenticeship or internship to conduct a short survey about your experiences.

Subject Access requests

You have the right to request access to a copy of the personal information held about you. Any access request may be subject to a fee of £10 as a contribution towards our administrative costs of dealing with your application.

Please address any questions, comments and requests regarding our data processing practices to Toma Dim, Head of Corporate Services [toma.dim@ccskills.org.uk].