

Data Sharing Agreement explained for Project participants

Purpose of Data Collection and Storage

The Green Careers Pathway programme collects and stores participant data to support the effective delivery, monitoring, and improvement of services offered to young people.

Personal data is held for the following purposes:

- To register participants and enable access to programme opportunities
- To track engagement, attendance, and progression across activities such as training, volunteering, and employment
- To provide tailored support, including identifying individual needs, barriers, and appropriate interventions
- To ensure safeguarding and participant wellbeing, including sharing relevant information where appropriate
- To enable referrals between partners to support positive outcomes
- To meet funding and reporting requirements, demonstrating the impact of the programme
- To support evaluation and continuous improvement of the Green Careers Pathway

Where necessary, limited special category data (e.g. health, disability, or equality monitoring information) may be collected with explicit consent to ensure participants receive appropriate and inclusive support.

Participant Rights and Data Removal Process

We are committed to ensuring that all participants have control over their personal data and understand their rights.

Participants have the right to request that their personal data is removed from the system at any time.

To request data removal, participants can:

- Speak to their coach or placement facilitator, who will support them in submitting the request or
- Email the Green Careers team at Codi Group to request removal of their data greencareerspathway@codigroup.co.uk

Once a request is received:

- The request will be processed in line with UK GDPR requirements
- Personal data will be securely deleted from operational systems
- Confirmation will be provided once the deletion has been completed

Where required for reporting purposes, anonymised data (e.g. participation numbers, outcomes, or hours) may be retained, but this will not identify the individual.

Participants will be informed of this process:

- During the registration and consent stage
- Through privacy notices and follow-up communications
- By staff supporting them throughout their journey Commitment to Transparency and Data Protection

All partners involved in the Green Careers Pathway are responsible for:

- Ensuring data is used fairly, lawfully, and transparently
- Only collecting data that is necessary for programme delivery
- Keeping information secure and up to date
- Supporting participants to understand and exercise their rights.



If you would like to discuss anything in more detail or have a concern please contact greencareerspathway@codigroup.co.uk