

GCIL Open Door - Registration Form

1. Personal Details

| | |
|---|----------|
| Full name | |
| Address | |
| Postcode | |
| Daytime Tel. | |
| Mobile Tel. | |
| E-mail | |
| N.I. Number | |
| Date of birth | |
| Place of Birth | |
| Nationality | |
| Age | |
| Do you consider yourself to be a disabled person? | Yes / No |

| | |
|---------------------------|---|
| Citizenship Status | ✓ |
| EU Citizen | |
| UK Visa Holder | |
| Asylum Seeker | |
| Refugee | |
| Other | |

2. Referral Details:

If no referral, how did you find out about GCIL Employment Services?

3. Work Programme

| | |
|---|----------|
| Are you on the Work Programme? | Yes / No |
| If yes, what date were you mandated on to it? | |
| Are you on the Fair Start programme or is any other organisation helping you find work? | Yes / No |
| If yes, please provide the name of the Provider and details of your Adviser? | |

4. Participant Expectations

| | |
|--|--|
| What is the single most important thing stopping you from getting the work you want? | |
| What do you hope to get out of working with the project? | |
| What are your long-term goals? | |

| | |
|--|--|
| What skills and attributes do you think you have? | |
| Do you have an active Individual Learning Account (ILA)? | |
| Do you have a valid driving licence and /or access to transport? | |

5. Employment Status

| | |
|---|--|
| Unemployed | |
| Long term unemployed (under 25 = 6 to 12 mths Over 25 = 12 mths or more) | |
| Inactive, not in education or training | |
| Workforce Returner | |

| | Unemployed | Inactive | In Education / Training |
|--------------------|------------|----------|----------------------------|
| Less than 6 months | | | |
| 7 -12 months | | | |
| 13 - 24 months | | | |
| 25 - 36 months | | | |
| Over 3 years | | | |

6. Barriers to Employment

| Disadvantages / Barriers | Tick All That Apply | Primary | Secondary |
|---|----------------------------|----------------|------------------|
| Armed Forces Veteran | | | |
| Asylum seeker | | | |
| At risk of becoming NEET | | | |
| Criminal convictions | | | |
| Disability | | | |
| From Employment Deprived Areas | | | |
| Homeless or affected by housing exclusion | | | |
| Living in a: <ul style="list-style-type: none"> ➤ Jobless household ➤ Jobless household with dependent children ➤ Single adult household with dependent children | | | |
| Long Term Physical Illness/Condition | | | |
| Long term unemployed: <ul style="list-style-type: none"> ➤ >6 months (if < 25) ➤ >12months (if > 25) | | | |
| Looked after young person | | | |
| Low skill (ISCED Level 2 or below) | | | |
| Material deprivation | | | |
| Mental health issues | | | |
| Migrants, people with a foreign background, minorities | | | |
| No work experience | | | |
| Over 54 years of age | | | |
| Primary carer of a child/children (under 18) or adult | | | |
| Primary carer of older person (over 65) | | | |
| Refugee | | | |
| Substance related conditions | | | |

7. Benefit details

Which benefits are you receiving? (Please supply copy of benefit award letter)

Universal Credit (UC)

Disability Living Allowance (DLA) / Personal Independence Payments (PIP)

Carers Allowance (CA)

Income Support (IS)

Employment Support Allowance (ESA)

Assessment Phase Work-Related Activity Group
Support Group

Child Tax Credit (CTC)

Working Tax Credit (WTC)

Child Benefit (CB)

Housing Benefit (HB)

Childcare element of WTC

Council Tax Benefit (CTB)

Other types of benefit – please specify:

Not Claiming Benefit

Not applicable – in employment

8.

What is the highest level of qualification, you have? (Supply copy of certificates)

| | | |
|--------------|---|--|
| ISCED | Qualifications | |
| Level 0 | Early Learning and Childcare | |
| Level 1 | Primary School Education | |
| Level 2 | National 1 Access 1 National 2 Access 2 Standard Grades / lower secondary education completed / General and Foundation levels of Standard Grade National 3 Access 3 Skills for work National 3 (Foundation Standard Grade) National 4 (Intermediate 1) Skills for work National 4 (General Standard Grade) | |
| Level 3 | National 5 (Intermediate 2) Skills for work National 5 (Credit Standard Grade) Credit Standard Grade, New Higher or New Advanced Higher New Advanced Higher Advanced Higher Scottish Baccalaureates New Higher Higher Skills for work Higher | |
| Level 4 | Post Secondary Non Tertiary - Programmes | |
| | | |

| | | |
|--|--|--|
| Level 5 | Higher National Certificate Higher National Diploma | |
| Level 6 | Ordinary degree / Honours Degree | |
| Level 7 | Masters | |
| Level 8 | Doctorate or equivalent | |
| Please detail qualifications obtained: | | |

Declaration

Glasgow Centre for Inclusive Living (GCIL) complies with the Data Protection Act 1998 and will use the information that you provide to assist you to access our services. The information that we collect will be recorded in a personal file and on a company database, it will be used to produce statistical reports and share information with Scottish Government. Your data will be controlled by GCIL and Glasgow City Council and will be held for as long as is necessary for our funders.

Glasgow Centre for Inclusive Living complies with the Freedom of Information (Scotland) Act 2008 and you have the right to access your personal records by written request. For further information or to arrange to view information held about you, please contact a member of staff at Glasgow Centre for Inclusive Living

Please be aware that should you secure an education, employment or training opportunity whilst working with us we will:

- a) Share this information with our relevant partners and
- b) Request confirmation and/or evidence to confirm this from your education/training provider or employer up to a year after you start

European Social Fund

The support and assistance you receive whilst on the GCIL Programme is funded, by the European Social Fund. Assistance is usually targeted for those who are unemployed and who wish to undertake education or training to re-enter the job market and may include training allowances, travel expenses, guidance, tutorial support, career information. Eligibility criteria and financial assistance may differ according to the support offered.

“I confirm I am a disabled person and that I am aware that the support I am receiving is part funded through the European Social Fund. I confirm that the information held on file regarding my personal circumstances and eligibility is up to date and accurate and can be transferred, as required, to the appropriate Management Information System. I am aware that this information may be used by the Scottish Government, the European Commission Auditors, or their representatives to contact me at a later date regarding the support I have received.”

I have read and understood the above statements.

| | |
|--------------|--|
| Client name | |
| Signature | |
| Date | |
| Advisor name | |
| Signature | |
| Date | |

| For GCIL Office use only | |
|--------------------------------|--|
| EUMIS Project Reference Number | |
| GCIL Client Reference number | |
| Hanlon Reference number | |
| Date registered with pipeline | |
| Date copy/confirmation sent | |
| Start Date | |

| Evidence Check | Evidence (photocopy attached) |
|-------------------------------|-------------------------------|
| Proof of Address | |
| Eligibility to Work in the UK | |
| Date of Birth | |
| Other: Please state | |

| Barriers | Evidence (photocopy attached) |
|---------------------|-------------------------------|
| Primary Barrier | |
| Secondary Barrier | |
| Employment Status | |
| Other: Please state | |



GCIL Open Door - Equal Opportunities

Introduction

Glasgow Centre for Inclusive Living (GCIL) is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its practices. We will seek to ensure that every person is treated fairly, with respect and without bias at all times. As part of this commitment we will carry out an equal opportunities survey of our members and service users. The data collected will only be used to enable GCIL and its funders to review and report on the effectiveness of our equal opportunities policy, and for no other reason.

What happens to the information you provide on this form?

The information you have provided will be extracted and placed into our confidential monitoring database. You are assured that the information you provide in this form will be handled confidentially, and that it will not be passed onto anyone in such a way that it is associated with, or identifies, you or any other individuals.

How have the questions in this form been drafted and selected?

This form asks questions relating to those grounds on which the law currently prohibits discrimination. In creating this monitoring form, we have based the questions on ethnic group and religion on the relevant questions within the 2001 Census.

All equal opportunities monitoring forms ask people to put themselves in categories. We recognise that not everyone will agree on which categories should be used in a form like this. It is also important that people are not compelled to disclose information which they would prefer to keep private. In creating this monitoring form, we have tried to take all of these issues into account as far as possible.

1. Gender

How would you describe your gender?

| | |
|--------------------------------------|--|
| Female | |
| Male | |
| Transgender | |
| Other (please specify) | |
| I prefer not to answer this question | |

2. Age

What is your age?

| | |
|---------------------------------------|--|
| 16 - 25 | |
| 26 - 40 | |
| 41 - 50 | |
| 51 - 60 | |
| 61 - 75 | |
| Over 75 | |
| I prefer not to answer this question. | |

3. Ethnic Group

What is your ethnic group?

| | tick | | tick |
|-------------------------------|------|--------------------------------------|------|
| White - Scottish | | Asian - Indian | |
| White - English | | Asian - Pakistani | |
| White - Welsh | | Asian - Bangladeshi | |
| White - Irish | | Asian - Chinese | |
| White - Gypsy/Traveller/Roma | | Asian - Other | |
| White - Other | | Other - Arab | |
| Black African | | Other ethnic background | |
| Black Caribbean | | | |
| Black Multi-ethnic background | | I prefer not to answer this question | |
| Other | | | |

4. Sexual Orientation

How would you describe your sexual orientation?

| | |
|--------------------------------------|--|
| Heterosexual | |
| Gay man | |
| Lesbian | |
| Bisexual man | |
| Bisexual woman | |
| Other | |
| I prefer not to answer this question | |

5. Religion

Which religions, religious denominations or bodies do you currently belong to? If you do not belong to any of these, please mark 'None'.

| | |
|--------------------------------------|--|
| None | |
| Church of Scotland | |
| Roman Catholic | |
| Other Christian (please specify) | |
| Buddhist | |
| Hindu | |
| Jewish | |
| Muslim | |
| Sikh | |
| Other religion (please specify) | |
| I prefer not to answer this question | |

6. Disability

Do you consider yourself to be a disabled person?

| | |
|-----|--|
| Yes | |
| No | |

If yes, which type of impairment do you have?

| | |
|--------------------------------------|--|
| Physical | |
| Mental health | |
| Learning difficulty | |
| Visual impairment | |
| Hearing impairment | |
| I prefer not to answer this question | |

Thank you for your co-operation in completing this form.

Glasgow Centre for Inclusive Living
117 127 Brook Street
Glasgow
Tel: 0141 550 4455 Fax: 0141 550 4858
Textphone: 0141 554 6482

GCIL is a charity registered in Scotland, charity number SCO24299.
Registered in Scotland – company registration 161693
Registered address: Glasgow Centre for Inclusive Living,
117-127 Brook Street, Glasgow, G40 3AP





EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future

Glasgow City Council Privacy Statement for ESF Programmes Funded via Economic Development by the EU and UK Funding Partners Delivered by the GCIL Open Door Programme in Glasgow

Who we are?

Glasgow City Council (which is providing an employability service delivered through the **GCIL Open Door** Programme in Glasgow), is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our Data Protection Officer by post at this address, by email at: dataprotection@glasgow.gov.uk, and by phone on 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us through the **GCIL Open Door** Programme to assess the evidence of your eligibility, progression and results/outcomes and analysis for this programme funded through Economic Development. We also use your information to verify your identity where required, contact you by post, email or phone and to maintain our records.

Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy. Processing your personal information is necessary for the performance of a contract with you (or to take steps to enter into a contract with you) and for compliance with a legal obligation to which the council is subject e.g. Equal Opportunities legislation, Race Relations/Equalities legislation, Child Protection etc.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is also necessary for us to process it to carry out key functions as outlined by our legal obligations in relation to employment, social security and social protection law. We will also use this information for archiving, research and statistical purposes.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.



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This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2012.

This project benefits from EU funding. It is a condition of this funding that the project may be audited by the European Commission and the Scottish Government on behalf of the Commission. Your personal details may therefore need to be shared with the Scottish Government and European Commission in connection with any such audits.

International Transfers

As noted above, information may need to be shared with the European Commission which has its headquarters in Belgium. Any information passed to the Commission remains fully protected by EU Data Protection Laws.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at www.glasgow.gov.uk/rrds or you can request a hard copy from the contact address stated above.

Information which we need to retain for purposes of European Commission audit requirements will be retained in accordance with the rules set out in the EU Grant Funding Conditions. Currently the minimum retention date is to 31 December 2023, but if the programme(s) are extended further the minimum retention date would be 31 December 2026.

Your rights under data protection law

- **Access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **Correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
 - our use of your personal information is contrary to law or our other legal obligations.



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Objecting to how we may use your information – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.

This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact them in relation to the service you have requested, if applicable.

If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

Profiling or automated decision-making processes

Current eligibility for support from this programme/project is based on personal and sensitive data – this will have been discussed with you before being asked to sign this form.

To assist you in the future we may provide information about new projects that you would be eligible for – this will be based on personal data you have provided as per legal basis above.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by phone on 0141 287 1055.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745 or Visit their website for more information at <https://ico.org.uk/concerns>.



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Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the complaints procedures in place at <https://www.glasgow.gov.uk/complaints>.

More information

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy
If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.



| | | |
|--|------------------|--------------------------|
| Participant Signature and date: | | |
| Print name | Signature | Hand written Date |
| | | |