

## Data Protection information

### Catch22 Privacy Notice – Trailblazer (Youth Guarantee)

(November 2025)

#### What does Catch22 do?

Catch22 is a social business. We design and deliver services that build resilience and aspiration in people and communities across the UK.

We've been a charity for 200 years. Today, our teams work across children's social care, deliver alternative education, get people into work through apprenticeships and employability programmes, build stronger communities through social action, and deliver social justice and rehabilitation services (in prisons and in the community). You can find out more about what we do [here](#).

But we don't just stop at changing lives on the frontline. We take any surplus and the learning from our delivery, and funnel that into public service reform – investing in new structures and programmes that do things differently and change the system for good.

Catch22 Charity Ltd are the data controller for the personal information we hold about you and we are mainly responsible for deciding how we hold and use data about you. These decisions are based on what is required by law or specified business need and as such we must be able to explain and justify what information we are gathering, how it is going to be used and how long we are going to keep it for. We will only use your data when the law allows us to. The law says that we must identify a lawful basis for each use of your data and we are required to make you aware of what that is and what rights you have. For this purpose, we have set out the following privacy notice outlining how we use your data and how that complies with the law.

#### What is the Trailblazer?

Catch22 delivers Trailblazer as part of the UK Government-funded Youth Guarantee. Trailblazer is designed to support young people in the Liverpool City Region into work or training. As one of eight Youth Guarantee Trailblazers nationally, the region will pioneer innovative ways to support young people aged 18–21 who are Not in Employment, Education, or Training (NEET). Trailblazer will see the city region test new ways of supporting young people into employment or training, by bringing together and enhancing existing programmes in partnership with local areas. This injection of government funding will turbocharge the Mayor's existing Young People's Guarantee, which ensures that local young people who are NEET get a job, training or apprenticeship opportunity within six months.

In order for us to run our programme, we need to know information about you. You will see on the following pages information that tells you what we will need, why we are doing it and what happens to it. We don't need your consent to do most of this because by signing up to the programme, we are required to collect this information.

All information that is shared with the programme's funder is fully anonymised and does not identify any of the programme's participants.

# YOUTH GUARANTEE

Funded by **UK Government**



| DETAILS COLLECTED                                                                                                                                                 | PURPOSE                                                                                                                                                                                                                                                                                               | LAWFUL BASIS                                                                    | SHARED WITH                                                                                                                                           | HELD FOR                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Title<br>Name,<br>Address,<br>Phone number,<br>Email address,<br>Date of birth                                                                                    | To identify each individual and to ensure that communication is effective                                                                                                                                                                                                                             | <i>Legitimate Interest 6(1)(f)</i>                                              | Limited info shared with Employer, Apprenticeship, Education provider                                                                                 | 6 years after the end of the engagement                                                   |
| NI number                                                                                                                                                         | Unique identifier                                                                                                                                                                                                                                                                                     | <i>Legitimate Interest 6(1)(f)</i>                                              | Employer Apprenticeship provider                                                                                                                      | 6 years after the end of the engagement                                                   |
| ID documentation for Right to Work purposes                                                                                                                       | To establish a legal right to work in the UK                                                                                                                                                                                                                                                          | <i>Legal Obligation 6(1)(c)</i><br>Immigration, Asylum and Nationality Act 2006 | Will not be shared                                                                                                                                    | n/a                                                                                       |
| Demographic information - core <ul style="list-style-type: none"> <li>gender</li> <li>ethnicity</li> <li>disability/health</li> <li>age</li> </ul>                | To ensure that any reasonable adjustments are made as required by the Equality Act 2010.<br>To enable the evaluation to establish if there are any particular issues around accessing or sustaining employment or apprenticeships facing certain demographic groups within the care leaver population | <i>Legal Obligation 6(1)(c)</i><br>Equality Act 2010                            | When shared with the programme's funder( UK Government) this information will be fully anonymised and used to demonstrate the impact of the programme | 6 years after the end of the engagement                                                   |
| Demographic information - voluntary <ul style="list-style-type: none"> <li>sexual orientation</li> <li>religious beliefs</li> <li>gender re-assignment</li> </ul> | To enable the evaluation to establish further if there are any particular issues around accessing or sustaining employment or apprenticeships facing certain demographic groups within the care leaver population                                                                                     | <i>Consent 6(1)(a)</i>                                                          | When shared with the programme's funder( UK Government) this information will be fully anonymised and used to demonstrate the impact of the programme | 6 years after the end of the engagement or deleted immediately upon withdrawal of consent |

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| Education, Training,<br>Employment experience and<br>status                                                                                                                                        | To establish a baseline<br>for needs assessment<br>and progression<br>monitoring<br>To establish the starting<br>point for evaluation                                        | <i>Legitimate<br/>Interest 6(1)(f)</i>                                                                                                                                                               | When shared with<br>the programme's<br>funder (UK<br>Government) this<br>information will<br>be fully<br>anonymised and<br>used to<br>demonstrate the<br>impact of the<br>programme | 6 years after<br>the end of the<br>engagement                                                                       |
| Financial information <ul style="list-style-type: none"> <li>benefits</li> </ul>                                                                                                                   | To ensure that correct<br>advice and guidance is<br>offered/signposted to<br>avoid benefits fraud or to<br>maximise benefits<br>access                                       | <i>Legal Obligation<br/>6(1)(c)</i><br>Fraud Act 2006<br>Social Security<br>Administration<br>Act 1992<br>Social Security<br>Administration<br>Act 1992<br>Tax Credits Act<br>2002<br>Theft Act 1968 | Will not be shared                                                                                                                                                                  | 6 years after<br>the end of the<br>engagement                                                                       |
| Educational achievement <ul style="list-style-type: none"> <li>qualifications</li> <li>literacy/numeracy</li> <li>IT ability</li> <li>Training needs</li> </ul>                                    | To establish a baseline<br>for needs assessment<br>and progression<br>monitoring<br>To establish the starting<br>point for evaluation and<br>potential impact on<br>outcomes | <i>Legitimate<br/>Interest 6(1)(f)</i>                                                                                                                                                               | Will not be shared                                                                                                                                                                  | 6 years after<br>the end of the<br>engagement                                                                       |
| Personal info – lifestyle <ul style="list-style-type: none"> <li>Housing status</li> <li>Alcohol/drug use</li> <li>Living arrangements</li> <li>Worklessness history</li> <li>Childcare</li> </ul> | To establish a baseline<br>for needs assessment<br>and progression<br>monitoring<br>To establish the starting<br>point for evaluation and<br>potential impact on<br>outcomes | <i>Consent 6(1)(a)</i>                                                                                                                                                                               | Will not be shared                                                                                                                                                                  | 6 years after<br>the end of the<br>engagement or<br>deleted<br>immediately<br>upon<br>withdrawal of<br>consent      |
| Media related <ul style="list-style-type: none"> <li>Case study</li> <li>Image</li> </ul>                                                                                                          | To share with funding<br>partners<br>To use for publicity<br>purposes                                                                                                        | <i>Consent 6(1)(a)</i>                                                                                                                                                                               | The Programme's<br>funder (UK<br>Government)                                                                                                                                        | 2 years from<br>the written<br>consent<br>received or<br>deleted<br>immediately<br>upon<br>withdrawal of<br>consent |

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**catch  
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| Outcome information <ul style="list-style-type: none"><li>Achievements</li></ul> | To share with evaluation team (pseudonymised) and funders (anonymised) | <i>Legitimate Interest 6(1)(f)</i> | When share with the programmes funder (UK Government) this information will be fully anonymised and used to demonstrate the impact of the programme | 6 years for catch22 |
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| Where did we get your data from?                         | All of the information we hold about you comes from you. Additionally, though we may/will hold information that has been gathered from third parties where relevant including: - <ul style="list-style-type: none"><li>Employers</li><li>Apprenticeship providers</li><li>Education providers</li><li>Training Providers</li></ul>                                                                  |
| Who will we share your information with?                 | We will ask your consent to share information with any third parties and your adviser will explain this to you and ask you to sign a consent form for what you are prepared to share and with whom.<br>We will only disclose information about you to third parties without your consent if we are legally obliged to do so.                                                                        |
| How long will we hold on to your information for?        | We hold data securely for the set amount of time shown in the table above. Where we hold information required by law or on the basis of legitimate interest then we will default to 6 years unless otherwise required. Where your information is only held on the basis of consent then if you withdraw that consent we will no longer use your information and we will delete it from your record. |
| What happens if the information in the records is wrong? | You will need to be specific about why you think the information is wrong and what you think we should do to correct it. If you can prove the information is incorrect, we will change it. If we cannot amend your record in the way you would like, we will explain the reason for this. You will be able to see a copy of your amended record.                                                    |

### What rights do you have over the information that we hold on your behalf?

You have several rights over your data that we are required by law to uphold. You have the following rights:

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| <ul style="list-style-type: none"><li>▪ The right to access your data:</li></ul>                                                 | You have the right to request a copy of your data provided that your request is not unfounded or excessive. We are required to provide you with this within one month of your request. In order to request your data, please contact <a href="mailto:dpo@catch-22.org.uk">dpo@catch-22.org.uk</a>                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>▪ The right to withdraw your consent from us</li></ul>                                     | Where we require your consent to process information then you have the right to withdraw that consent at any time. If you are unclear where or when this right applies please contact <a href="mailto:dpo@catch-22.org.uk">dpo@catch-22.org.uk</a> for advice.                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"><li>▪ The right to lodge a complaint with the Information Commissioners Office (ICO)</li></ul> | You have the right to make a complaint to the Information Commissioners Office (body that regulates Data Protection) if you feel that we have not processed your data correctly and in accordance with relevant law. Please feel free to make us aware of any concerns that you have, we will look to fix any issues quickly and efficiently.<br>Please visit <a href="https://ico.org.uk/">https://ico.org.uk/</a> or call 0303 123 1113 in order to lodge a complaint with the regulator. |

### Talk to us

If you have any concerns about the way in which your information is used when working with us, [DPO@catch-22.org.uk](mailto:DPO@catch-22.org.uk)

If you have any questions about this privacy notice or of our treatment of your personal data, please contact Catch22's Data Protection Officers on the following email address [dpo@catch-22.org.uk](mailto:dpo@catch-22.org.uk)

or write to:

Data Protection Officer  
Catch22  
27 Pear Tree Street  
London  
EC1V 3AG

### Data controller

Catch22's data protection registration number is Z1473239