

Job Finder Consent

You are being asked to take part in a research study between Ingeus and the University of Edinburgh.

For more information on how your personal information will be collected and used please read the [Privacy Notice](#)

Research Study Information

What am I being invited to take part in?

As an Ingeus client on the Work Programme you are invited to use our job station facilities to look for work. When you begin you will be asked if you are willing to do your job searching using a job search site designed by the University of Edinburgh. This is part of a study.

Why have I been asked to take part?

The University of Edinburgh is testing how a job search site they have designed can help people looking for work to find the right job.

If you agree to take part, you will have access to a job search site. There will be two different versions of the site. Each version will have different features, which may help you find work.

There will be no disadvantage to taking part in this study, compared with people that do not take part.

Voluntary Participation

- Participation is voluntary—you do not have to take part if you do not want to.
- If you do not take part, it will have no effect on your benefits, or on the service you receive on the Work Programme.
- If you choose not to take part, you will still be able to do your job search on the Ingeus job station computers.
- You can stop participating in the study at any time.

Privacy Notice

Who we are and purpose for information sharing

Ingeus and the University of Edinburgh are working together to test whether a new Job Search Tool is effective at helping our clients to find employment. Information collected about your job searches whilst using the tool, as well as additional personal information we have in relation to your participation on the Work Programme, will be shared with the University so they can analyse the job search results the tool provides and how successful it is in helping you to secure a job.

Your personal information that will be shared

The following personal information will be shared with the University of Edinburgh:

- General personal details- your gender, ethnicity, year of birth, first four digits of postcode, number of children, highest level of education and the type of benefit you receive
- Employment history- the salary and industry type of your last job, job goals, length of unemployment and past employment dates.
- Job search activity such as the keywords you use when searching for jobs and which jobs you view or apply for.
- Information on job interviews, the job you start and whether you are still in work after 6 months.
- We will also share whether you have a disability or health condition, however this will only be a yes or no answer with no further details shared.
- The researchers at the University of Edinburgh will not be given your name. Instead we will assign you a code (e.g. AB55671222). It will therefore be impossible for them or anyone else to match the above mentioned data with your name.

Keeping your information safe

Ingeus and the University of Edinburgh are committed to protecting your personal information and respecting your privacy and rights in line with the requirements of the Data Protection Act 1998 and the University's codes of practice- including a code of ethics which can be found here: [codes of practice and ethics policy](#)

Only authorised staff will have access to your personal information and they are obliged to respect its confidentiality. We do not sell or share any personal information supplied by you to any third party. Nor do we use any of the information you provide for direct marketing or other non-research activities.

Your personal information held by the University of Edinburgh will be stored on the local server behind their firewall to maintain its security. Any communications sent which include your information will

reference a code rather than your name and will be encrypted.

All findings published by the University of Edinburgh will be based on average statistics and will be fully anonymous.

Information will be shared with the University of Edinburgh for up to 12 months after the end of the study.

Your consent preferences

If you change your mind and no longer want your personal information to be shared with the University of Edinburgh, you can at any time contact your advisor to withdraw from the study.

I am happy to participate in this study of the University of Edinburgh Job Search Tool.

- I have read and understand the information in the Privacy Notice.
- I understand why I am being invited to participate in this study and I give my consent to take part and for my information to be shared with the University of Edinburgh.

☐ I Agree to the Terms

☐ I Do Not Agree to the Terms