

Data Protection Privacy Notice

Processing, Personal Data and Data Subjects

Description	Details
Data Controller Name:	European Social Fund Project Delivery Branch Dept for the Economy Adelaide House,39-49 Adelaide Street, Belfast, BT2 8ED Email: esf@economy-ni.gov.uk
Data Processor Name:	Up for Work Programme Network Personnel Ltd 80-82 Rainey Street Magherafelt BT45 5AJ
Subject matter of the processing	The data in relation to participants and staff on ESF funded projects will be collected in order to permit monitoring of the financial and non-financial performance of beneficiaries against agreed outputs and outcomes as required by Article 125.2(a) & Article 140 of the Common Provisions Regulation 1303/2013 and match funders.
Duration of the processing	The data will be processed from the date the participant enrolls on the project until December 2030. In respect of staff, the data will be processed from commencement of the project until December 2030.

<p>Type of personal data</p>	<p>Participants:</p> <p><u>Personal details:</u> Surname; Forename; Unique Learner Number; NI Number; Address; Postcode; Gender; Date of Birth; contact details (including telephone number, email address and postal address); emergency contact details; next of kin details ie. name, address, telephone number and relationship to child (if aged under 18); emergency contact details; household situation; ethnic minority group; disability status.</p> <p><u>Eligibility details</u> evidence of eligibility (eg driving licence, birth certificate, passport, National Insurance Card, Benefit card); NEET status.</p> <p><u>Work related details</u> work history; barriers to employment; programme start date; end date; labour market status; participation status; educational attainment; work history; educational attainment level on leaving; employment status on leaving.</p> <p>Staff: Name, Job title, Job description, Full/Part time, Hours worked directly on</p>
<p>Using my personal data to make decisions about me</p>	<p>We only collect the minimum amount of data needed and have a clear retention policy for the profiles we create Data is stored electronically on a secure Management Information System, Network Personnel's 'PIMS' database, with restricted access. Data will be shared with the ESF Managing Authority, Education & Training Inspectorate, Qualification Certifying Bodies and other organisations following consent in addressing the needs of individuals</p> <p>Profiling Participants:</p> <p>Health / Disability, access transport, Housing, Finance, Benefits, Confidence/Motivation, , Criminal Record, Education / Training history & qualifications, Employment skills, history, job seeking skills This Information is collected to ascertain barriers to employment, informing participant engagement and action-planning processes, whilst enabling the measurement of progression through 'Up for Work'.</p> <p>Profiling Staff:</p> <p>Contact details, Pay details - Bank, Pension & Tax details, Timesheets, Annual leave, Sick leave/attendance, Performance monitoring</p>

	information, Qualifications, Employment history, Disability This Information is collected to ensure appropriate duties in adherence to the contract of employment
Categories of Data Subject	Project participants and staff (this includes external and partner organisations)

Nature & purpose of the processing

Participants

The data will be collected from the participants by the beneficiary and entered on to a Programme Funders database and Network Personnel's 'PIMS' database.

These databases will produce various reports which PDB/Managing Authority, Network Personnel and match funders will review and assess.

Details of actual outputs and outcomes achieved will be collated and reported to the EU Commission.

Data will be shared with Certifying Authority, Audit Authority and Internal Audit and Managing Authority. It may also be necessary to share information with other governmental funding bodies for the purpose of preventing fraud. Data Sharing Agreements will be drawn up between PDB and each of these bodies.

With prior consent, CVs and application may be prepared based on the information gathered and forwarded to employers or training providers in order for participant to progress to relevant training or employment.

Sometimes it may be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the GDPR.

Staff

Data will be supplied by the beneficiary to PDB for the purpose of claiming funding. The data will be subject to audit and verification. Data will also be retained by Network Personnel for wage and HR purposes.

<p>Plan for return and destruction of the data once the processing is complete UNLESS there is a requirement under union or member state law to preserve that type of data.</p>	<p>The data will be retained until December 2030.</p> <p>The Department will retain or destroy the relevant documentation/ records in line with EU Regulations and the Department's Retention & Disposal Schedule.</p> <p>All electronically stored information will be securely deleted by the Project (and verified as such) when formally advised to do so by PDB.</p>
<p>Individual Rights</p>	<p>You have the right to obtain confirmation that your data is being processed, and access to your personal data.</p> <p>You are entitled to have personal data rectified if it is inaccurate or incomplete.</p> <p>You have the right to 'block' or suppress processing of personal data, in specific circumstances</p> <p>You have the right to data portability, in specific circumstances</p> <p>You have the right to object to the processing, in specific circumstances.</p> <p>You have rights in relation to automated decision making and profiling.</p>
<p>Complaints</p>	<p>If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact Ann Marie Doherty (in writing) dpo@networkpersonnel.org.uk.</p> <p>If you are not satisfied with the outcome, you can contact ESF PDB, Dept for the Economy, Adelaide House, Adelaide Street, Belfast, BT2 8ED</p> <p>If you are still not happy, you have the right to lodge a complaint with the <i>Information Commissioner's Office (ICO)</i>:</p> <p>Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p> <p>Tel: 0303 123 1113 Email: casework@ico.org.uk</p>