

SOLENT JOBS PROGRAMME PARTICIPANT PRIVACY NOTICE

<p>The purposes of the data processing</p>	<p>The information you provide to the Solent Jobs Programme (run by Southampton City Council, with Portsmouth City Council and Wheatsheaf Trust) will be shared with the Department for Work & Pensions (DWP) and used to evaluate this project and to report to the Solent Jobs Programme, Southampton City Council and European Social Fund for monitoring purposes, in line with European Commission regulatory requirements.</p> <p>Your information will also be shared with research organisations working on behalf of the Department for Work & Pensions who may contact you to discuss your involvement in the project for research purposes. Participation in research is voluntary and you will be asked to consent before taking part in any research activity you may be contacted about.</p> <p>The DWP may also link your personal details to official administrative records in order to monitor your employment status before your ESF support began and 6 to 12 months after you left. This information may also be shared with research organisations working on behalf of the DWP however individuals will not be identifiable and you will not be contacted about this research.</p> <p>Data will not be used or shared for any commercial or marketing purposes.</p> <p>At all times your information will be kept securely, and nobody will have access to it that shouldn't.</p>
<p>The lawful basis for the processing</p>	<p>For the purposes of current data protection legislation, the DWP is the data controller in respect to information processed which relates to all participation in the European Social Fund. ESF grant beneficiary organisations are data processors in respect to information processed which relates to participants in the operations and projects funded by the European Social Fund.</p> <p>DWP is not the controller for any other / additional data collected by Southampton City Council that is not essential for delivering the ESF programme, or for any personal data that would normally be collected anyway by Southampton City Council. The data controller for this information will be Southampton City Council.</p> <p>The ESF Programme Action Note 018/18 sets out the lawful basis for processing personal data under ESF.</p>
<p>The retention periods for the personal data</p>	<p>All personal data held by DWP or research contractors for the purposes of evaluation will be permanently deleted no more than six months after the research has been completed (i.e. when the final report is published on GOV.UK).</p> <p>Personal data held by DWP and Southampton City Council for all other ESF purposes as required by European Commission regulations will be retained in line with the current guidance on GOV.UK at:</p>

	<p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591617/ESF_Guidance_on_document_retention.pdf</p> <p>A copy of Southampton City Councils Retention Schedule can be found here: http://www.southampton.gov.uk/Images/RRRS-version-9.004_tcm63-389236.pdf</p>
<p>The rights available to individuals in respect of the processing</p> <p>To exercise your rights to information held by So'ton City Council</p>	<p>If you do not wish your personal data to be used for ESF evaluation purposes please contact ESF.EVALUATIONS@DWP.GSI.GOV.UK and we will delete your data held for these purposes and you won't be contacted about participating in research.</p> <p>More information about how and why DWP uses your personal information, including how to ask for a copy of the personal information DWP holds about you can be found in DWP's <i>Personal Information Charter</i> at https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter</p> <p>Information about how to ask for a copy of the information DWP holds about you (known as a 'Right of Access Request') can be found at: https://www.gov.uk/guidance/request-your-personal-information-from-the-department-for-work-and-pensions which provides additional advice on data Right of Access Requests.</p> <p>Please ask your Solent Jobs programme Advisor for details on how to access your information or use this link to complete a Subject Access Form.</p> <p>For Southampton City Council, details of how to exercise these rights, including how to request a copy of your personal data, can be found here: http://www.southampton.gov.uk/council-democracy/council-data/data-protection/</p>



Delivering services on behalf of Jobcentre Plus Department for Works and Pensions

