



METROMAYOR
LIVERPOOL CITY REGION



European Union
European
Social Fund



Skills and Apprenticeship Hub Project

This project is part-funded by the European Social Fund

Fair Processing Notice – Be More

Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer

The Liverpool City Region Combined Authority ('the CA') is the 'controller' for your personal information. This means that we decide the purpose and means of how your data is used as part of the Be More programme.

If you have any questions about how your information is being used, you can contact the CA's Data Protection Officer at

DPO@liverpoolcityregion-ca.gov.uk

0151 330 1679

1 Mann Island, Liverpool, L69 3HN

Purpose of the processing and the legal basis for the processing

Your information is being used by the CA to provide the Be More programme, and we are able to do this as part of our official authority vested in us by our devolved powers from central Government.

Description of the categories of personal data

For learners, the categories of information being processed include, where applicable, your

- name
- postal address
- email address
- telephone number
- date of birth
- photograph
- gender at birth
- National Insurance number
- residency status
- eligibility to work in the UK
- employment status
- learning record
- Unique Learner Number reference number(s)

The CA will also process the name and correspondence details of the employer/placement provider's contact member of staff.

Where applicable, we also process some 'special categories' of your personal data, such as information related to any additional needs, disability or learning difficulty that you may have, and your ethnicity for equal opportunities monitoring.

Any recipient or categories of recipients of the personal data

Your information may be shared with other organisations (e.g. Awarding Bodies, DWP, BEIS, LEP and other key Government Agencies such as the ESFA and ESF etc.) for administrative, statistical and research purposes and to monitor progress of participants. For further details please see the Department for Work & Pensions Privacy Notice on p.3.

The information shared will be anonymised unless personal data is specifically required.

Retention period or criteria used to determine the retention period

Your data will be kept until 31st December 2033. This retention has been determined by a funding requirement from ESF.

The existence of each of data subject's rights

The GDPR provides you with the following rights when it comes to your personal data:

- The right to be informed how your personal data is being processed
- The right of access to the personal data we hold about you, which includes providing copies of the information to you within one month of a request. We may charge a reasonable fee to provide this information based on our administrative costs of responding (i.e. photocopying, postage, etc.).
- The right to rectification of any incorrect or incomplete data we hold about you
- The right to erasure, also known as 'the right to be forgotten', where
 - Your information is no longer required for the purpose it was collected
 - You withdraw your consent
 - You object to the CA processing your information (and there is no overriding legitimate interest for continuing the processing)
 - The CA has breached the GDPR when processing your data
 - There is a legal obligation to delete the data (such as a court order)
- The right to restrict processing, which limits what the CA can do with your information
- The right to data portability, where any automated processing of your information based on your consent or as part of a contract is made available for your reuse
- The right to object to direct marketing or any processing based on the performance of a task in the public interest/exercise of official authority or for the purposes of scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling, where a decision made by a computer has a legal or significant effect on you.

The right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint regarding the processing of your personal data to the UK's supervisory authority, the Information Commissioner, who can be reached using the details below:

The Information Commissioner's Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire SK9 5AF
www.ico.gov.uk
0303 123 1113

Department for Work & Pensions Privacy Notice

The purposes of the data processing

The information you provide to the Combined Authority will be shared with the Department for Work & Pensions (DWP) and used to evaluate this project and to report to the Combined Authority and European Social Fund for monitoring purposes, in line with European Commission regulatory requirements.

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. 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.

Data will not be used or shared for any commercial or marketing purposes.

At all times your information will be kept securely, and nobody will have access to it that shouldn't.

Regulatory and legal basis behind the requirement to collect data

For the purposes of the General Data Protection Regulation (GDPR), 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. DWP is not the controller for any other / additional data collected by [operation / project provider name] that is not essential for delivering the ESF programme, or for any personal data that would normally be collected anyway by [operation / project provider name].

The ESF Programme Action Note 018/18 sets out the lawful basis for processing personal data under ESF.

The retention periods for the personal data

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).

Personal data held by DWP for all other ESF purposes as required by European Commission regulations will be retained in line with the current guidance on GOV.UK.

The rights available to individuals in respect of the processing

If you do not wish your personal data to be used for ESF evaluation purposes please contact ESF.EVALUATIONS@DWP.GOV.UK and we will delete your data held for these purposes and you won't be contacted about participating in research.

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 Personal Information Charter

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 on GOV.UK.