



Progress: Building Better Opportunities for Young People in Coventry and Warwickshire

Privacy Information

This privacy notice explains *who* the Data Controllers are for the personal data which is collected through the Building Better Opportunities Programme, and *how* you are able to find out how and why the Data Controllers use this data.

A copy of this information can be found online here: <https://www.groundwork.org.uk/about-progress>

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Department of Work & Pensions

(DWP) the funder and managing authority for Building Better Opportunities

The purposes of the data processing

The information you provide to the Progress Partnership/Groundwork UK will be shared with the Department for Work & Pensions (DWP) and used to evaluate this project and to report to the Progress Partnership/Groundwork UK 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 Version 5 published 4 June 2018 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.

The lawful basis for the processing

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 the Progress Partnership/Groundwork UK that is not essential for delivering the ESF programme, or for any personal data that would normally be collected anyway by the Progress Partnership/Groundwork UK. 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 at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591617/ESF_Guidance_on_document_retention.pdf

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.GSI.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 at: Version 5 published 4 June 2018 <https://www.gov.uk/government/organisations/department-for-work-pensions/about/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 at: <https://www.gov.uk/guidance/request-your-personal-information-from-the-department-for-work-and-pensions>

Contact Details

If you have any questions, queries or complaints, and to exercise your personal data rights, please in the first instance contact the Data Protection Officer at the Department of Works and Pensions rightofaccess.requests@dwp.gsi.gov.uk .

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

The Progress Partnership

the organisations delivering participant support

Who we are

Progress is a partnership of organisations being funded by the DWP, European Social Fund and the National Lottery Community Fund to deliver *Progress: Building Better Opportunities for Young People in Coventry and Warwickshire*. Groundwork UK is the lead partner for *Progress* and considered a Data Controller (ICO registration number Z6601182) for personal data about participants on Progress.

The '*Progress Partnership*' comprises of: Coventry City Council; Groundwork UK; Groundwork West Midlands; Innovating Minds; Learn2Group; Motorvate; Positive Youth Foundation; Prospects; Team Springboard; Values Education for Life; Voluntary Action Coventry.

What information we will collect about you

As a participant in this programme, Groundwork UK and its partners are required to collect and store your information to fulfil our contract terms to the DWP, and to enable us to deliver our services to you.

We will hold your personal details, including copies of evidence of eligibility provided and any special category information you provide to us when completing programme documentation. We will also hold information passed to us by referral agencies where relevant.

The lawful basis for the processing

We believe that for the purpose of delivering the programme and service to you, processing data is justified on the basis of a Contract except for where you choose to:

- receive email marketing about other programmes and activities
- take part in the Progress external evaluation of the programme
- allow us to use your photograph or film footage

In these instances, we will process your contact information on the basis of your consent for us to do so.

Who will use your information, and what will they use it for?

Your information will be shared with:

- The funding bodies (the DWP, European Social Fund and the National Lottery Community Fund) for monitoring purposes.
- Other organisations within the *Progress* partnership to make sure you get the most out of the programme – for example if you are referred to a Specialist Provider for a course, or transfer between partners
- Local authority agencies and their delivery agents (for examples, Prospects) to ensure their records are up to date and you are able to access services as you need them.

It will also be used:

- To check you are eligible for the programme. Any of the above organisations or agencies may use your information for that purpose.
- By Groundwork UK to monitor the progress of the partner organisations.
- To monitor and promote equality & diversity throughout the programme.
- By Groundwork UK who will contact you for feedback on your experiences on programme.
- By an evaluation partner, (with your Consent needed) who will be evaluating the programme. You can opt in to sharing your information for this in Part 4 of the Enrolment Pack.

It may also be used by *Progress* partners to contact you about other programmes and activities outside of this programme. You can opt in to receiving this information in Part 4 of the enrolment pack.

Storing your data

These details will be stored securely and retained until 31 December 2034. This information will only be used for the evaluation of this project and for reporting to the DWP, the National Lottery Community Fund and European Social Fund for monitoring purposes. Any of the above organisations or agencies may use your information for that purpose. Data may be held in both paper form and electronically on our management information system Views. Views data is hosted live using Rackpace, a UK based virtual hosting company. Rackpace UK is located in Hayes, Middlesex.

Access to your information

You may access data held by us about you by giving notice at any time during your involvement with the programme. Please contact progress@groundwork.org.uk or write to Jonathan Wells, Programme Coordinator, Groundwork UK, Lockside, 5 Scotland Street, Birmingham, B1 2RR.