

On Track Participants Privacy Statement

The purposes of the data processing

The information you provide to On Track will be shared with the Department for Work & Pensions (DWP) and used to evaluate this project and to report to The National Lottery 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 On Track and 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.

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 On Track that is not essential for delivering the ESF programme, or for any personal data that would normally be collected anyway by On Track.

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/731515/ESF_Document_Retention_Guidance.pdf

For On Track the likely retention date for all data collected throughout the project is December 2032

The rights available to individuals in respect of the processing

On Track will ask you who you are happy for us to share your data with. We will only share it with those organisations that you have agreed to and only for the purposes stated.

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.

If you want a copy of the personal information that On Track holds about you contact contact@ontracknorfolk.org or write to us at

On Track
The Matthew Project
70 – 80 Oak Street
Norwich
NR3 3AQ

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: <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-informationfrom-the-department-for-work-and-pensions>