



## European Social Fund

### Developing Skills in Health and Social Care Notice to Participants



## **Information regarding the Developing Skills in Health and Social Care project**

The Developing Skills in Health and Social Care (DSHSC) project is part funded by the European Social Fund (ESF) through the Department of Work and Pensions (DWP).

The project will provide fully funded support to staff working in the adult health and social care sector across Norfolk and Suffolk.

You will be potentially receiving training or mentoring from DSHSC and, as such, it will be necessary for your personal data to be collected, processed and shared.

The DWP has entered into a contract with Norfolk County Council (NCC) for the delivery of the project and NCC has entered into sub-contracts with a range of Delivery Partners to assist. The partners include:

- Care Development East
- City College, Norwich
- East Coast College
- Health Education England
- Healthwatch Suffolk
- Norfolk and Suffolk Care Support
- Suffolk County Council
- Steadfast Training
- West Suffolk College

This Notice explains:

- A. Who is the Data Controller for your personal data collected for the DSHSC project
- B. How and why the Data Controller uses this data
- C. The use of personal data for research and evaluation purposes.

## **A. The Data Controller for the DSHSC project**

For the purposes of the General Data Protection Regulation (GDPR), the Data Controller for the DSHSC project is the DWP. NCC as an ESF grant recipient organisation, is the data processor in respect of information it processes in relation to participants in the DSHCS project. The Delivery Partners listed above on page 1 are data sub-processors in respect to information processed through the DSHSC project which relates to participants in the operations and projects funded by the ESF.

## **B. How the DWP as Data Controller uses your personal data**

For information about how and why the DWP as Data Controller uses your personal data or to exercise your data protection rights please see [DWP's personal information charter](#) or contact the Department of Works and Pensions using the contact details below.

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 DWP [rightofaccess.requests@dwp.gsi.gov.uk](mailto:rightofaccess.requests@dwp.gsi.gov.uk).

You can contact the Information Commissioner's Office on 0303 123 1113 or [via email](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## **C. Use of data for research and evaluation purposes**

The **participant privacy notice** (below) for the use of data for research, evaluation and monitoring purposes has been produced by DWP as data controller.

### **a) The purposes of the data processing**

The information you provide to NCC will be shared with the DWP and used to evaluate this project and to report to the NCC and ESF for monitoring purposes, in line with European Commission regulatory requirements and Council policies. Your information will also be shared with research organisations working on behalf of the DWP 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.

#### **a) 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 ESF. 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 NCC that is not essential for delivering the ESF programme, or for any personal data that would normally be collected anyway by NCC.

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

performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

#### **b) 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: [The general data protection regulation \(GDPR\) and ESF](#).

#### **c) 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](mailto: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.

For information about how and why the DWP as Data Controller uses your personal data or to exercise your data protection rights please see [DWP's personal information charter](#) or contact the Department of Works and Pensions using the contact details below.

#### **d) 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: [Request your personal information from the department of work and pensions](#).

### **Additional information requested by NCC**

NCC will undertake further evaluation of the project and will be asking you to provide some additional information about the sector you are employed in and your

job role. This will assist NCC in ensuring that a wide range of sectors and job roles are included in the project.

NCC will produce a summary of your responses (that will not identify you in any way) for oversight and reporting and will securely destroy your answers as soon as it is no longer necessary to keep them.

Even though your answers will be very helpful, you do not have to provide this information and will not affect your place on the project.

### **Evaluation Partner Healthwatch Suffolk**

NCC has agreed with DWP to undertake an independent evaluation of the project. This evaluation will be undertaken by the chosen partner Healthwatch Suffolk as NCC's sub-processor and evaluation partner. You will be asked during or after your involvement in the project if you are happy to be part of this evaluation. Further information will be provided at this stage. You will not have to be involved in this evaluation and your response will not affect your place on the project.