



BMBC PRIVACY NOTICE

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Created By	Carol Booth
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At Barnsley Metropolitan Borough Council (BMBC) we are committed to protecting and respecting your privacy.

This Privacy Notice tells you what you can expect when the Council collects your personal information. This notice applies to information the Council collect in relation to the ESF projects, Pathway to Progression and Pathways to Success.

Stage one: Who are we?

Pathways to Progression and Pathways to Success are two ESF funded projects which are managed and delivered by a partnership of the South Yorkshire local authorities (Barnsley, Doncaster, Rotherham and Sheffield). The projects provide support and development opportunities for unemployed and economically inactive adults with multiple, significant and often complex barriers to enable them to move towards, or into suitable learning, training or employment opportunities.

Stage two: What type of information we will collect from you

We will collect personal information as part of the ESF projects to enable us to provide appropriate support and development opportunities.

The types of information we collect and use will typically include:

- Contact details, including name, address, telephone numbers and email address.
- Identifying details, including date of birth and national insurance number.

- Information that confirms your right to live and work in the UK such as a passport; birth certificate and National Insurance Number and Department for Work and Pensions benefit details.
- Information about your family, dependents or personal circumstances, for example, marital status; caring responsibilities.
- Information about your health, for example, a medical condition which creates a barrier in relation to gaining employment.
- Your education and/or qualifications.
- Any benefit information so we may be able to provide relevant information on the required number of hours you would need to work to obtain a financial benefit.
- We also collect and hold information that is generated during the attendance on ESF Projects such as; training, support provided; details of conversations, and any other events that happen that you tell us about.

Stage three: Why do we need your personal information

We will use your information so that:

- You are referred onto the most appropriate ESF funded provision, ie Pathways to Success or Pathways to Progression
- We can provide information, advice, and guidance to support you to progress into suitable education, training or work opportunities
- We can refer you to specialist support services, if required
- We can help you to find suitable training, volunteering or work placements.
- We can produce and provide reports to the ESF Funding Office to demonstrate that the Project is being run correctly and in accordance with the terms of the funding

BMBC will also use your information for reporting and audit processes.

Stage four: How we will collect your personal information

We will obtain personal information directly from you when you consent to taking part in the project. It will be collected via the ESF Registration Form and Assessment Form.

We may also receive information (for example, contact details) from any organisation that is making a referral to the ESF Project on behalf of the individual.

We will also generate our own information about you while you are on the project. For example details of conversations, training, work experience or events you tell us about that are important to you and the support we provide as well as any qualifications you achieve.

Stage five: Our Legal Basis for processing your information

Participation in either the Pathways to Progression or Pathways to Success project is voluntary. Consent to collect, store and process any information you may provide throughout your time on this programme is required to enable staff to manage our relationship with you, provide appropriate support or refer you to suitable services or respond to any queries you may have. Staff will seek your consent to participate on this programme during your first appointment.

You may withdraw your consent to participate at any time throughout the duration of the programme by informing a staff member.

Stage six: Why we may need to share your information

Barnsley Metropolitan Borough Council need to record and share information to enable you to access relevant and appropriate services and support whilst on either the Pathways to Progression or Pathways to Success projects. We may also need to share your information with training providers, support services or employers/employment agencies as well as Department of Work and Pensions to validate any periods of employment or, if relevant, to confirm any periods when benefits were not paid to you.

Stage seven: Who we may share your information with

Barnsley Metropolitan Borough Council may share your information between a number of other organisations including the project fund provider- ESF, The Department for Work and Pension (DWP), ESF Partner organisations (Rotherham Metropolitan Borough Council, Doncaster Metropolitan Borough Council and Sheffield City Council), as well as delivery and auditing staff associated with these providers. Sometimes we may ask other providers to deliver some part of the project, and we will share information with these organisations. For example, The Recovery College, Human Kind, Centre Point, Berneslai Homes, Think Families, IDAS etc.; local training providers such as Northern College, Dearne Valley College, Barnsley College, BMBC Adult Skills and Community Learning, The Construction Village etc. and/or local employment agencies i.e. Mach, Essential Recruitment etc.

Information will be used to:

- Validate and audit payment and outcome claims from the Council for the running of the ESF programmes - Pathway to Success/Pathway to Progression;
- Corroborate details of your employment activity, confirming details where appropriate, with specific employers and or employment agencies;
- Validate your benefit status, including any periods where benefit has not been paid due to working;
- Corroborate details of any training activity, confirming details where appropriate, with specific training provider.
- Support ESF programme research and evaluation activities.

You may be invited to participate in a national ESF cohort survey. These surveys are carried out by the ESF Managing Authority for the purposes of evaluating the effectiveness of programmes. Participants are randomly selected to create a representative base. Responses to the survey are anonymised and the findings are published in a statistical report.

For validating and auditing outcome claims, the Council may use your name, address and/or national insurance number to identify you.

We will store your information securely throughout the process and will not share your information with anyone without your consent unless the law and/or our policies allow us to do so for example, in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law.

Stage eight: How long will your information be kept?

We will only keep your personal information for as long as we need it to administer the projects and to deal with any questions or complaints that we may receive about this, unless the law or funder's audit regulations requires us to keep it for a longer period.

All projects under the ESF 2014-2020 Programme, such as Pathways to Progression and Pathways to Success, must be retained in line with European Union regulations. Whilst

these regulations state that, as a minimum, all documents must be retained for two years after the Audit Authority submits the Annual Control Report in which the final expenditure for the completed project is included, to minimise miscalculation and support Grant Recipients and the Managing Authority in simplifying processes all projects under the ESF 2014-2020 Programme must ensure that they keep all documents for 10 years after their final ESF claim is paid by the ESF Managing Authority. This is to ensure documents may be made available to the European Commission and the European Court of Auditors upon request in accordance with Article 140(1) of Regulation (EU) No 1303/2013.

For the Pathways to Success all documentation will be retained until July 2031. For the Pathways to Progression all documentation will be retained until December 2031. Throughout this period, all documentation will be stored securely in line with BMBC retention

For more information on our retention schedule please visit [Barnsley Metropolitan Borough Council privacy notice](#).

Stage nine: What will happen if you fail to provide personal information?

Pathways to Progression and Pathways to Success are both voluntary programmes. If no personal information is provided then we will be unable to support you through either project.

Stage ten: How to access and control your personal information

The Council has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at informationrequests@barnsley.gov.uk or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on DPO@barnsley.gov.uk.

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at www.ico.org.uk