



## BMBC PRIVACY NOTICE

<b>Document Title</b>	ESF ADVANCING Digital /ADVANCE SCR Privacy Notice
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**At 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, Advancing Digital and ADVANCE SCR**

### **Stage one: Who are we?**

Advancing Digital and ADVANCE are two European Social Fund (ESF) funded projects which are managed and delivered by a partnership of the South Yorkshire local authorities and education providers for Advancing Digital (Barnsley and Sheffield Councils, Sheffield Hallam University and Barnsley College and RNN Group) and a partnership of South Yorkshire Local Authorities for ADVANCE (Barnsley, Doncaster, and Sheffield). The projects provide support and development opportunities for employed adults seeking to progress their skills and careers to enable them to adapt, sustain and progress their position in the labour market.

### **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.
- Details of your current employment
- Information about the person's family, dependents, or personal circumstances, for example, marital status; caring responsibilities.

- Information about the person's health, for example, a medical condition which creates a barrier in relation to gaining employment.
- Education and qualifications.
- 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 to so that:

- You are referred onto the most appropriate ESF funded provision, i.e., Advancing Digital or ADVANCE SCR
- We can provide information, advice, and guidance your progress in work.
- We can provide digital or skills training which meets your needs and ambitions
- We can refer you to specialist support services, if required
- 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

Barnsley Council will also use your company information for reporting and audit processes.

### **Stage four: How we will collect your personal information**

We will obtain this personal information directly from the person who is taking part in the project. It will be collected via the ESF Project enrolment 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 project.

For example, details of conversations, training, 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**

The legal basis for us to hold this information is a legitimate interest to enable us to manage our relationship with you, provide support services, respond to queries, and retain records to administer and manage our relationship with you. You may opt out of receiving information about events and news updates.

We collect and use your information under:

UK GDPR Article 6

6(1)(a) – Consent of the data subject

6(1)(b) – Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

UK GDPR Article 9

9(2) (a) – Explicit consent of the data subject

**You have:**

- The right to request any personal information we hold on you
- The right to request we amend or rectify incorrect or out of date information
- The right to erase personal data
- The right to withdraw any consent to processing of personal data
- The right to request a restriction on the personal data if its accuracy is disputed
- The right to object to the processing of personal data
- The right not to be subject to a decision based solely on automated processing.
- Please see Barnsley Council's main website for full details;  
[https://www.barnsley.gov.uk/services/information-and-privacy/](https://www.barnsley.gov.uk/services/information-and-privacy/your-privacy/)

## **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 Advancing Digital or ADVANCE project. We may also need to share your information with Department of Work and Pensions to validate your employment status.

We will store your information securely throughout the process and The Council will not share your information with anyone without 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 seven: Who we may share your information with**

Barnsley Metropolitan Borough Council may share your information between several other organisations including the project fund provider- ESF, The Department for Work and Pension (DWP), ESF Partner organisations. These are for Advancing Digital – Sheffield Hallam University who provide the digital assessments, Barnsley College, RNN Group and Sheffield Council. For ADVANCE – Doncaster Metropolitan Borough Council, Sheffield City Council), as well as 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

Information will be used to:

- Validate and audit payment and outcome claims from BMBC for the running of the ESF programmes – Advancing Digital and ADVANCE.
- Corroborate details of your employment activity, confirming details where appropriate, with specific employers and or employment agencies.
- Corroborate details of any training activity, confirming details where appropriate, with specific training provider.
- 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, BMBC may use your name, address and/or national insurance number to identify you.

We will store your information securely throughout the process and The Council will not share your information with anyone without 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.

In practice, this means that your personal information may be retained for a period of 10 years after closure of the Projects.

For both projects the end date is December 2023, so we must retain your records until July 2033.

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?**

Advancing Digital and ADVANCE 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](mailto: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](mailto: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](http://www.ico.org.uk)