



Hertfordshire Building Better Opportunities – STRIVE, MILE and Youth Futures

Data Protection – Why we collect your data, what we do with it and how long we will keep it

Hertfordshire County Council's BBO project takes your data privacy very seriously. We will only share your information with a third party where it is necessary for providing this opportunity to you. If you are accepted onto the project your personal data will be entered onto a management information system called 'Learnertrack'. The provider of this system has signed an agreement with us saying that they will not share your data. We will keep your data secure and retain until at least 31 December 2026 for evaluation purposes. After that time, it will be destroyed in a secure manner.

We are required to collect information about all participants for the funders of the project. Their reasons for collecting this information, what they do with it and the length of time they keep it is set out in the paragraphs below:

The purposes of data processing

The information you provide to the Hertfordshire BBO project will be shared with the Department for Work & Pensions (DWP) and used to evaluate this project and to report to the European Social Fund (ESF) for monitoring purposes, in line with European Commission regulatory requirements. Article 56 of the CPR and Articles 5 and 19 and Annexes I and II of the ESF Regulations.

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.

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.



Your rights in respect of the processing of your data

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:

<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>