



Working for Carers – Privacy Notice

Working for Carers is a London-wide project that supports unpaid carers, aged 25 or over, to move closer to employment. Working for Carers is led by Carers Trust and delivered by Carers Trust Network Partners across London who are Harrow Carers, Redbridge Carers Support Service, Camden Carers Service and Carers Lewisham (referred to as CTNPL in this document). We will only use your contact information to contact you about the project, for example to make you aware of workshops you may wish to attend.

The project is funded by the European Social Fund and the National Lottery through the Big Lottery Fund, as part of the Building Better Opportunities (BBO) programme. The Department for Work and Pensions (DWP) is the data controller. Your data may be shared with any of the organisations listed and with organisations commissioned by these organisations to evaluate the project.

We only collect information required for the project. This is evidence that participants are eligible to register with the project, evidence of support provided, and information about any outcomes or results. This will include: project registration forms; evidence that the participant is able to work in the UK (such as one of the following - a copy of a passport, birth certificate or resident card); assessment of needs and action plans; progress reports; evidence of activities (such as a CV, workshop attendance sheet, emails and job applications), and where applicable, exit forms from participant who move into employment, job-searching, and/or education or training.

Should Carers Trust or CTNPL wish to collect any additional data, for example for a case study, separate consent will be gained for this and a link to the appropriate privacy policy provided.

The purposes of the data processing

The information you provide to Carers Trust and CTNPL will be shared with the DWP and used to evaluate this project and to report to the Big Lottery Fund 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 the DWP and Carers Trust 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 European Social Fund 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. However, we will share information with you about Working for Carers project activities that may be of interest.

At all times your information will be kept securely, and nobody will have access to it that shouldn't.

We may also share your data in the following circumstances:

- Where we must comply with laws such as those for national security, taxation, or criminal investigations.
- Where we must undertake due diligence, to be sure we are not being used as a channel for criminal activities.

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). ESF grant beneficiary organisations (ie Carers Trust) are data processors in respect to information processed which relates to participants in the operations and projects funded by the European Social Fund.

The ESF Programme Action Note 018/18 sets out the lawful basis for processing personal data under ESF which is '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'. You can read this at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/704535/018-18_General_Data_Protection_Regulation__GDPR__and_ESF.pdf

For processing 'special category' data under ESF (e.g. health, ethnicity):

This article of the GDPR provides DWP with the lawful basis for processing 'special category' (sensitive) data: "processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;"

DWP is **not** the controller for any other / additional data collected by Carers Trust and CTNPL that is not essential for delivering the ESF programme, or for any personal data that would normally be collected anyway by Carers Trust and CTNPL.

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/591617/ESF_Guidance_on_document_retention.pdf

This will be till at least 2029.

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 and your data held for these purposes will be deleted and you won't be contacted about participating in ESF 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: Version 5 published 4 June 2018

<https://www.gov.uk/government/organisations/department-forworkpensions/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>

Participants cannot claim the following rights in terms of personal data:

- right to erasure ("right to be forgotten")
- right to portability of their data

If you would like to find out what personal information/data Carers Trust holds about you, please contact us on 0300 772 9600 (charged at local rates) or email dpo@carers.org

If you would like to find out what personal information/data **Camden Carers Service** holds about you, please email: Allegra@camdencarers.org.uk

If you would like to find out what personal information/data **Carers Lewisham** holds about you, please email: info@carerslewisham.org.uk

Harrow - If you would like to find out what personal information/data **Harrow Carers** holds about you, please email: admin@harrowcarers.org.

If you would like to find out what personal information/data **Redbridge Carers Support Service** holds about you, please email: office@rcss.org.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO). You can contact the ICO on 0303 123 1113, at registration@ico.org.uk or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.