

Leading Lancashire is part funded by the European Social Fund

Leading Lancashire Privacy Notice

This privacy notice tells you what to expect us to do with your personal information when you take part in the Leading Lancashire project.

Personal information (or personal data) is any information which relates to and identifies you. Data protection legislation (the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA)) sets out how we should handle your personal information.

The Leading Lancashire project is a collaboration between education institutions in Lancashire. The Lead Organisation in this project is the University of Central Lancashire (UCLan). Throughout this notice we refer to the "Delivery Partner", which means the institution at which you are taking part in the project.

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What personal information will we use?

Most of the information we use is provided by you on forms you complete as you apply to, register for or engage with the project, or as supporting documentation.

We also collect further information about your attendance, progress and outcomes as you continue to engage with the project.

Some of the information we collect from you is "special category data". Special category data is information about your race, ethnic origin, political opinions, religious beliefs, trade union membership, genetic data, biometric data used for ID purposes, health, sex life or sexual orientation. It will be clear when we are using this information because we will have asked you for it directly.

We also collect some data concerning criminal convictions. Again, it will be clear when we are using this data as we will have asked you for it directly.

Your data will not be used or shared for any commercial or marketing purposes.

Why do we use your personal data?

We use your information for the purposes set out below:

- **For the administration of your participation in the project** – This includes verifying your identity; checking your eligibility to participate; communicating with you about the project; teaching, assessment and quality assurance and determining and confirming awards.
- **Reporting and statistics** – We will use your information to compile statistics project planning, reporting and project administration, as well as for statutory reporting purposes to the DWP and other external agencies, where required.
- **Monitoring and compliance** – We will use your information to ensure and monitor our compliance with legislation including laws relating to equality, health and safety and immigration.

Your personal data may also be used for purposes specific to individual Delivery Partners, such as delivering other services to you or managing premises security. Where this is the case, this processing will be explained to you separately in the Delivery Partner's own privacy notice.

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What is the legal basis for this processing?

The project relies on the following legal bases from the GDPR to process information about you for the purposes set out in this notice:

Article 6(1)(e), which allows us to process personal data where it is necessary to perform a task in the public interest. The task in this case is the provision of training and support under the ESF, and compliance with ESF governance requirements.

Where we process special category data and data about criminal convictions for the purposes set out in this notice, we rely on the following legal bases from the GDPR and DPA:

Article 9(2)(g) GDPR, which allows us to process special category data if the processing is necessary in the substantial public interest and there is a basis to do so in law. The law which allows us to rely on this basis is **section 10 DPA** by virtue of **Schedule 1 DPA**, which also provides the legal basis for processing data about criminal convictions.

Article 9(2)(j) GDPR, which allows us to process special category data for archiving, scientific or historical research purposes or statistical purposes, where there is a basis to do so in law. The law which allows us to rely on this basis is **section 10 DPA** by virtue of **Schedule 1(4) DPA**.

Who will my personal information be shared with?

Your information 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.

Your information will also be shared with research organisations working on behalf of the Department for Work & Pensions 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.

For more information about how the DWP handles your personal information, please see the [DWP Personal Information Charter](#).

Other organisations with whom your data may be shared include:

- **The University of Central Lancashire (UCLan)** - UCLan is the Lead Organisation in the Leading Lancashire project, with responsibility for collating participant information and submitting project reports to the DWP. UCLan will not use your information in any other way unless they are also acting as the Delivery Partner for you.
- **Other Leading Lancashire Delivery Partners** - We might pass your information to other Delivery Partners if we decide they are better placed to provide the type of support you require. We will tell you if we intend to do this.
- **Companies or organisations acting on our behalf** - We use data processors, who are third parties who provide elements of services for us, such as data hosting providers and service companies. We have contracts in place with our data processors. This means that they

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cannot do anything with your personal information unless we have instructed them to do it. They will hold it securely and retain it for the period we instruct.

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How long will we keep your personal information?

The information you provide will be retained by the Delivery Partners and Lead Organisation (UCLan) until 2035, in line with ESF requirements.

Your data protection rights

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information. Further information about each of these rights can be found on the [Information Commissioner's Office website](#).

In order to exercise any of the rights listed below, please contact your Delivery Partner in the first instance.

Your right of access

You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process.

Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies.

Your other rights

You have the right to ask us to restrict or erase your personal information in certain circumstances, and the right to object to how we use it. These rights do not always apply and we may not be able to comply with your request if we still have a legitimate reason to use your data.

Your right to complain

We work to high standards when it comes to processing your personal information. If you have queries or concerns, please contact your Delivery Partner in the first instance.

If you remain dissatisfied, you can make a complaint about the way we process your personal information to the [Information Commissioner's Office](#), which is the UK supervisory authority for data protection.

