

Privacy notice for Connecting Opportunities

Who we are

Connecting Opportunities [CO] is a partnership of organisations working together to provide an employment and integration service for new migrants in Leeds City Region.

CO is managed by the lead partner, Migration Yorkshire, which is part of Leeds City Council. Click [here](#) to see a list of the CO partner organisations with links to their websites.

Who funds CO

Connecting Opportunities is funded by the European Social Fund and The National Lottery Community Fund, as part of the Building Better Opportunities [BBO] programme. The Department for Work & Pensions [DWP] manages BBO funding in the UK.

Your personal data and what we do with it

For us to support you as a participant, or involve you as a volunteer, CO needs to collect and record some information about you. Some of this information is personal and sensitive: this means that it can be used to identify you [for example, your name and date of birth] and it includes things like information about your racial or ethnic origin, or your health and wellbeing.

Where we can give you a choice about how much personal information you give us, we will. We will use the information you give us in accordance with data protection law.

CO partner organisations share your personal data with each other when they need to in order to provide you with the CO service, or to support you as a CO volunteer.

We will share some of your personal data with our funders, so that they can monitor that funding is being used correctly. You can find out more about this in the sections below, or by asking a member of CO staff such as your key worker.

The purposes of the data processing

The personal information [also known as 'personal data'] that you provide when you join CO is being collected for the following the purposes:

- CO participants: to help us check that you are eligible for the CO service, and to provide you with appropriate employment and integration support.
- CO volunteers: to help us check that you are eligible to be a volunteer, and to provide you with appropriate support while you are volunteering with us.
- CO participants and volunteers: to show our funders that you are eligible to take part in CO and/or eligible to claim expenses [such as travel expenses].

The information you provide to CO will be shared with the Department for Work & Pensions [DWP] and used to evaluate this project and to report to The National Lottery Community Fund and the European Social Fund for monitoring purposes, in line with European Commission regulatory requirements.

If you agree, 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.

CO will share your information, as necessary, with any organisations you want us to contact on your behalf.

CO may have to share your information with other organisations if we are required to do so by law [for example, to prevent the risk of harm to an individual or if we think a serious crime is likely to happen].

CO will not give your information to UK immigration enforcement agencies or give it out to members of the public.

Your 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.

Who is the data controller for the data we collect from you?

A 'data controller' is an organisation that decides what data is required for a service, is responsible for your data, and must make sure your data is processed according to the law. There are different data controllers for different parts of the data we collect; these are listed below.

1 The DWP

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 [such as Migration Yorkshire] are data processors in respect to information processed which relates to participants in the operations and projects funded by the European Social Fund. This means we [CO] process your data on behalf of the DWP.

In practice, this means that the DWP is the data controller for most of the personal data that CO collects from you, for example, the information that we collect on National Lottery Community Fund forms.

DWP is not the controller for any other / additional data collected by CO / Migration Yorkshire that is not essential for delivering the ESF programme, or for any personal data that would normally be collected anyway by CO / Migration Yorkshire.

2 CO partner organisations

CO staff may collect additional personal data from CO participants or volunteers, if you choose to declare it to us.

If or when we collect data that is additional to the data that the ESF requires, one of the CO partner organisations is the data controller for the information. The following table shows what sort of additional personal data we may ask you for, and who is the data controller for it:

?Type of personal data?

?Why we need it?

Who is the data controller??

Details to help us make the service accessible and appropriate for you: for example, the languages you speak, any access requirements you have, whether you have children.	To ensure you can fully participate in CO and that it meets your needs in an appropriate way.	Leeds City Council
Details about how you prefer us to contact you [such as your email address].	To help CO keep in touch with you in the way you prefer.	[Leeds City Council is data controller for Migration Yorkshire, because Migration Yorkshire is part of the council.]
Name and contact details of the person or organisation that referred you to CO [if you did not refer yourself].	To help CO to process your referral. To monitor our referral process.	
Photos or video footage of you, details of your personal story or case study.	To use in CO publicity and case studies and to share learning	

Any additional personal data that is not required by the DWP or Migration Yorkshire.	See each organisation's privacy notice.	One of the other <u>CO partners</u> : Dominion Training Horton Housing Support Limited Halifax Opportunities Trust Nova Wakefield District Limited Path Yorkshire Solace Surviving Exile and Persecution The Children's Society Touchstone Leeds Asylum Seekers Support Network WomenCentre Limited
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The lawful basis for the data processing

When the DWP is the data controller

The ESF Programme Action Note 018/18 sets out the lawful basis for processing personal data under ESF.

The processing of the data is required for the performance of a public task vested with the DWP [in this case, the CO programme].

Sensitive personal data [also known as special category data], such as data concerning your ethnicity, requires an additional lawful basis for processing. In this case, it is being processed as it is necessary for the purposes of carrying out the obligations, and exercising specific rights, of the DWP and yourself in the field of employment and social security and social protection law.

When Leeds City Council is the data controller

We are collecting your data on the basis of public task, except when we collect data to use for publicity purposes [for example, photos of you or personal stories], in which case we collect it on the basis of consent.

When another CO partner organisation is the data controller

See each organisation's privacy notice to find out the lawful basis it is using.

The retention periods for the personal data

When the DWP is the data controller

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 [that is, 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

When Leeds City Council is the data controller

The information that you supply to us will be kept on file until 31st December 2032, to meet funders' requirements. After that date, we will securely delete or destroy any personal details.

The rights available to individuals in respect of the processing

When the DWP is the data controller

If you do not wish your personal data to be used for ESF evaluation purposes, please contact esf.evaluations@dwp.gsi.gov.uk and they 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

Information about how to ask for a copy of the data 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>

When Leeds City Council is the data controller

Details of your rights under UK data protection legislation, including details of the council's Data Protection Officer, your rights as a data subject, and your right to complain to the Information Commissioner's Office are available here: www.leeds.gov.uk/privacy-statement/privacy-notice

Contact us - CO

You can get in touch with Connecting Opportunities through Migration Yorkshire:

co@migrationyorkshire.org.uk

[0113 378 8700](tel:01133788700)

Related information

Source URL: <https://www.migrationyorkshire.org.uk/privacy-notice-connecting-opportunities>