



WORKFORCE FOR THE FUTURE PRIVACY NOTICE

The Workforce for the Future programme is led by the West of England Combined Authority (WECA) in collaboration with delivery partners. The programme is funded by European Social Fund which is managed by the Department for Work and Pensions (DWP), more information on the sharing of data with DWP is below.

Participation in this programme is voluntary, and your choice should be informed.

Before you choose whether to take part in the Workforce for the Future programme we would like to explain a few things about our use of your “personal data” in this programme and how we will protect your privacy rights.

After you have read this privacy notice, and understood what it says, you will be asked if you would like to participate in our Workforce for the Future programme and be referred to one of our supporting delivery partners. If you agree to proceed our Workforce for the Future Co-ordinator will, based on your discussions, refer you through to one of our delivery partners whose support services best suit your needs and your workforce development journey will begin.

Who are “we”?

WECA is the “data controller” for the Workforce for the Future programme. That means we have the responsibility for keeping your personal data safe, for using it lawfully, and for ensuring your rights to privacy are respected. A copy of WECA's Data Protection Policy can be viewed [here](#).

What is your “Personal Data”?

Personal data is information which is about you and which identifies you as an individual. This means it could be used to make decisions which have a direct impact on you. The purpose of this notice is to explain how we will use the information you give to us if you choose to participate in the programme, and what we will use it for.

Data protection law sets down the rules for data controllers (such as WECA), and rights for the people (known as “data subjects”) whose information is held by them (such as you).

As a data subject, you have rights under the law of data protection.



Transparency: what we need to tell you

You have the right to be informed by us about:

- what personal data we would collect from you as a participant
- how we would use it, and for what purpose
- who we would share your information with, and why
- Your other data subject rights and how to exercise them

Purposes: why do we want to use your information

Our primary aim is to help your businesses understand their skills needs and how to achieve these as well as helping individuals identify what skills are in demand by businesses within the region.

By supporting skills development and businesses to meet their skills needs the intention is to sustain and further the growth of the local economy in the West of England region.

By collecting information related to the programme and its participants we can evaluate the effectiveness of the programme and identify where further support is required as well as inform the development and delivery of other projects within the region.

The collection of information is not intended to have any impact on you personally, so it will not involve using or sharing information which can identify you.

During the programme our delivery partners may ask if you would like to share your experience of taking part in the Workforce for the Future programme, and perhaps have the information published in one of our case studies, evaluation reports or marketing materials for others to see, this is voluntary and with the aim of helping others to understand the benefits of taking part in the programme.

What kind of personal data will we collect and record

Depending on your involvement in the programme we will collect different sets of information.

Business involvement in the programme - through your participation in the programme information on your business such as contact details and address, sector, size, company structure will be collected together with aims, aspirations and the types of challenges you feel the business is facing especially around skills needs and requirements.



Learner/Employee/Participant involvement in the programme - through your participation in the programme we will seek to understand your current skills levels and ambitions, employment status as well as personal details and personal characteristics such as gender, ethnicity, age.

The delivery partner supporting you on your journey will keep written notes which capture your conversations, and which will be used to plan the best way to support you. Information on the support provided will also be recorded and your feedback on the impacts and benefits of this support would be helpful to capture. This record of your journey as a participant will be stored by us on a secure computer system. The record will include information which can identify you (such as your name or unique identifying reference and contact details).

Only a small number of people working on the Workforce for the Future project will be allowed to see this information which can identify you as an individual. They will only use this personal data if they need it to contact you or to organise your support provision.

Confidentiality and sharing of your personal data with others

We want you to feel you can speak freely and openly in discussions with your support provider. We understand that a relationship of trust may only develop over time but we feel it is important that you know, from the start, that participants in this programme will not be compelled to provide personal information they do not wish to share. Personal information which you choose to share will be treated as confidential. This means it will not be accessed internally by any of our staff except where required to provide you with support you have agreed to. We will not share it externally with other organisations involved in the programme unless you give us your permission to do so.

The funding for this initiative is provided by a Government grant from the Department for Work and Pensions (DWP). We will share information securely with DWP for the purpose of demonstrating our progress in delivering the Workforce for the Future programme and evaluating its benefits. This will not include information which can be used to identify you or used to take decisions which may impact on you and sharing. Information on how DWP use your information can be found [here](#)



How long will we keep your personal data?

Information which cannot identify you will be retained after your participation has ceased and will be used only for statistical and research purposes.

Information which can identify you will be retained for a maximum period of 10 years. It will be used only for the purposes of contacting you to ask you if you would like to tell us about the longer-term outcomes of your participation in Workforce for the Future or to see if future support packages may be of interest to you.

What happens if you no longer wish to participate in the Workforce for the Future programme?

You may choose to withdraw from your participation in the Workforce for the Future programme at any time.

It would be valuable for us to understand why the programme is no longer of interest to you as it may help us to make adjustments to the programme so we would simply will ask you for your feedback on your experience and reasons for withdrawal. If you agree we would also like to keep your contact details so that we may invite you to re-join the programme at some later stage when it may be of more interest to you or let you know about other support or advice being delivered within the region. However, if you do not want us to contact you again we will respect your wishes and ensure that no further contact is made unless you tell us you have changed your mind.

Your information will be retained on our secure system in case you choose to participate again in the future.

You may also request that we remove any details which can identify you from our records and we shall do so.

You have the right to access the personal data we hold about you.

To request a copy of your records you may submit a “Subject Access Request”.

Your request for your records must be in writing and may be sent us by post or email (see contact details below). To confirm your identity your request should include copies of an identity document (e.g. your driving license or passport) and proof of your address (e.g. a copy of a utilities bill or bank statement).



European Union
European
Social Fund



Contact for privacy concerns and Subject Access Requests

If you have any concerns or questions about our handling of your personal data, or if you wish to submit a Subject Access Request, please contact:

info@westofengland-ca.gov.uk

Information Governance Manager
West of England Combined Authority
70 Redcliff Street
Bristol
BS1 6AL

Your right to appeal

If you are not satisfied by our response to your concerns you may appeal to the Information Commissioner's Office who is the regulator for data protection issues. They will investigate your complaint and make a decision about what we need to do.

Information Commissioner's Office
Wycliffe House Water Lane, Wilmslow SK9 5AF
03031231113
Email: casework@ico.org.uk