

Nottingham Trent University – Privacy Notice High Level Skills for SMEs – ESF Funded Programmes

Introduction

Your privacy and protection of your personal information is very important to us and we are committed to robust compliance with the General Data Protection Regulation and the Data Protection Act 1998.

This privacy notice explains what we do with your personal information, your rights and how we protect it. This notice is for all individuals involved in one of the two ESF High Level Skills Projects for which Nottingham Trent University is the lead partner.

The ESF High Level Skills Programme consists of two **European Social Fund** funded projects, delivered in partnership Department for Work and Pensions and a consortium of partners, of which Nottingham Trent University is the Lead Partner. The Projects are: **Priority Skills for D2N2 SME's with Project Number: 08S17P0047** and **GRADS for D2N2: Graduate Retention And Delivering skills for SMEs with Project Number: 08S17P00475** and are primarily for small and medium-sized businesses in Nottinghamshire and Derbyshire who want to benefit from expertise to improve employment opportunities, strengthen social inclusion, fight poverty, promote education, skills and life-long learning and develop active, comprehensive and sustainable inclusion policies and thereby contribute to economic, social and territorial cohesion.

To deliver the **Priority Skills for D2N2 Project**, Nottingham Trent University works in collaboration with the following Partners:

University of Derby

Kedleston Road, Derby DE22 1GB

Nottingham College

The Adams Building, Stoney Street,
The Lace Market, Nottingham, NG1 1NG

Derby College

Roundhouse Road, Pride Park, Derby,
DE24 8JE

Vision West Nottinghamshire College

Derby Road, Mansfield, Nottinghamshire,
NG18 5BH

To deliver the **GRADS for D2N2: Graduate Retention And Delivering skills for SMEs Project**, Nottingham Trent University works in collaboration with the following Partners:

University of Derby

Kedleston Road, Derby DE22 1GB

Nottingham College

The Adams Building, Stoney Street,
The Lace Market, Nottingham, NG1 1NG

Derby College

Roundhouse Road, Pride Park, Derby,
DE24 8JE

Vision West Nottinghamshire College

Derby Road, Mansfield, Nottinghamshire,
NG18 5BH

Nottingham City Council

Loxley House, Station Street,
Nottingham, NG2 3NG

Who we are

We are Nottingham Trent University of 50 Shakespeare Street, Nottingham, NG1 4FQ, along with our Project Partners – details above, and the Department for Work and Pensions (DWP) – **Managing Authority for ESF in the UK**. Further information about how DWP hold and manage personal data can be found [here](#).

For the purposes of the General Data Protection Regulation, DWP is the Data Controller in respect of personal information processed as a result of participation in one or both Projects.

You can find us in the Information Commissioner's register of organisations who have paid the Data Controller fee [here](#).

If you have any questions about the use of your personal information within either of the Projects, or wish to exercise your rights, please contact:

Compliance Officer, ESF High Level Skills
Email: ESF-HLSadmin@ntu.ac.uk

Tracy Landon – Legal Services Manager and Data Protection Officer
Email: DPO@ntu.ac.uk

We may need to update this Privacy Notice from time to time. If changes made to this Privacy Notice are considered to be material, we will notify you of the changes.

The Personal Information we hold on participants

NTU and our Project Partners are committed to the responsible handling and protection of personal information. As a participant, you may be involved in the Project directly with NTU or through one of our Project Partners. We will hold a range of information relating to participants to enable us to manage and deliver the Projects. This includes:

- Your name and contact details, such as address, telephone number and email address;
- Your date of birth;
- Your qualifications, education and professional experience;
- Equal opportunity and diversity monitoring information such as ethnicity, disability status, age and gender identity;
- Information relating to your living status;
- Your attendance and participation in the Project and Project activity;
- Your photographs where you are participating in Project activity;

We will also collect business details such as ownership details, registered company number, date of incorporation, name of employer and address and company turnover.

Why we process your personal information

We process the personal information of individual participants and SME organisations to enable us to deliver the Projects. The lawful basis for undertaking the Projects is **task in the public interest**. Where we may wish to collect information additional to that required by the Projects, we will rely on *your consent* to do so.

How we use your personal information

We will use your personal information for the administration of your involvement in the Projects and to keep in touch with you and to provide you with information about the Projects and the benefits available to you (and your employer where applicable).

We will also use your information to provide statistics through the research undertaken as part of the Projects. This will be through anonymisation; you will not be able to withdraw consent with regard to participation in the Projects after this point.

Sharing your personal information

Some or all of the Personal information relating to participants in the Projects will be shared with the Project Partners. NTU, as the Project Lead Partner, will hold all personal information provided as part of an individual's involvement within the Projects.

Personal information will be shared with the Managing Authority of the Projects, DWP and will be used to evaluate the Projects and report to NTU and the ESF for monitoring purposes, in line with European Commission regulatory requirements. Your personal information may also be shared with research organisations working on behalf of DWP who may contact you during or following your involvement in a Project for research purposes. DWP will also use your personal information to link to official records in order to monitor your employment status for up to 6-12 months following the end of the ESF support through your involvement in the Project.

In addition personal information will be shared with external project auditors and project evaluators for the purposes of checking eligibility, compliance with ESF and State Aid Regulations and for audit purposes.

Your personal information will not be shared for commercial or marketing purposes.

Where necessary we will share information required by law or in the public interest, with, for example, the police or HM Revenue and Customs, any relevant regulator or to exercise or defend our legal rights.

Where information is shared outside the European Economic Area we will ensure appropriate safeguards are in place such as contractual controls and (for US-based Companies) the Privacy Shield Scheme.

Anonymised data is likely to form part of a research publication, conference presentation or public talk.

Retaining your personal information

We will not store your personal information for longer than is necessary. NTU will ensure that our partners and selected third parties with whom we share your personal information in accordance with this Privacy Notice will retain your personal information in line with the requirements of the funding body and will delete your personal information when they no longer require it.

Security of your personal information

We and our collaborative partners have in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

Your rights

You have a range of rights over your personal information. Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you.
- **Request correction** of any inaccuracies relating to your personal information we hold about you.
- **Request erasure** or deletion of your personal information when it is no longer required.

If you wish to exercise your personal data rights or have any questions about how we use your data, please get in touch using the contact details at the top of this Privacy Notice.

If you believe that we have failed to manage your personal data appropriately, you have the right to complain to the statutory regulator – The Information Commissioner’s Office. The ICO contact details are: <https://ico.org.uk/global/contact-us/>