



The Advantage Foundation Ltd.

Privacy Notice

Your privacy is important to the Advantage Foundation Ltd. We are committed to safeguarding and respecting your privacy; this privacy statement sets out how we will treat your personal information. We aim to be clear on the circumstances in which we will collect your data and what we will do with it.

Your personal data is protected by the General Data Protection Regulation (GDPR), and the Privacy and Electronic Communications (EC Directive) (Amendment) 2011.

We will review and update this privacy statement as required, so you are always aware of how Advantage is using your personal information. Please check this page periodically to ensure that you are happy with any changes.

1. Data Controller Name
2. Data Processor Name
3. Processing Subject Matter
4. Processing Duration
5. Type of personal data
6. Using my personal data to make decisions
7. Categories of Data Subject
8. Nature & Purpose of Processing
9. Plan for return and destruction of the data once processing is complete
10. Individual Rights
11. Complaints

Processing, Personal Data and Data

1. Data Controller Name:

European Social Fund Project Delivery Branch
Dept for the Economy
Adelaide House, 39-49 Adelaide Street,
Belfast, BT2 8ED
Email: esf@economy-ni.gov.uk

2. Data Processor Name:

The Advantage Foundation
Sloefield Business Park, 1 Sloefield Drive
Carrickfergus, BT38 8GX
Email: info@advantage-ni.com

3. Processing Subject Matter:

The data in relation to participants and staff on ESF funded projects will be collected in order to permit monitoring of the financial and non-financial performance of beneficiaries against agreed outputs and outcomes as required by Article 125.2(a) & Article 140 of the Common Provisions Regulation 1303/2013.

4. Processing Duration:

The data will be processed from the date the participant enrolls on the project until December 2030. In respect of staff, the data will be processed from commencement of the project until December 2030.

5. Type of personal data:

Participants: Surname, Forename, Unique Learner Number, NI Number, Postcode, Gender, Date of Birth, NEET Status, Start Date, End date, Labour market Status, Participation Status, Educational Attainment, Household Situation, Ethnic Minority Group, Disability Status, Educational Attainment level on leaving, Employment Status on Leaving.

Staff: Name, Job title, Job description, Full/Part time, Hours worked directly on Project.

6. Using my personal data to make decisions:

We will use your personal information to:

- enable your use of the services available on the website;
- improve your browsing experience;
- respond to your enquiries and requests;
- provide you with information about our activities or about events you sign up to attend;
- provide you with information about specific areas of interest that you sign up to receive;
- process the purchase of sales items;
- generate reports on our work, services and events;
- conduct due diligence;
- monitor website use to identify visitor location, guard against disruptive use, monitor website traffic and/or personalise information which is presented to you;
- process your application for a job or volunteering position;
- audit and administer our accounts;
- meet our legal obligations, or our obligations to regulators, government and/or law enforcement bodies; and
- deal with enquiries and complaints made by or about the use of your data.

7. Categories of Data Subject:

Project participants and staff (this includes external and partner organisations).

8. Nature & Purpose of Processing:

Participants

- The data will be collected from the participants by the beneficiary and entered on to a Programme database.
- The database will produce various reports which PDB/Managing Authority will review and assess.
- Details of actual outputs and outcomes achieved will be collated and reported to the EU Commission.
- Data will be shared with Certifying Authority, Audit Authority and Internal Audit and Managing Authority. It may also be necessary to share information with other governmental funding bodies for the purpose of preventing fraud. Data Sharing Agreements will be drawn up between PDB and each of these bodies.
- Sometimes it may be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the GDPR.

Staff

- Data will be supplied by the beneficiary to PDB for the purpose of claiming funding. The data will be subject to audit and verification

9. Plan for return and destruction of the data once processing is complete:*

The data will be retained until December 2030. The Department will retain or destroy the relevant documentation/ records in line with EU Regulations and the Department's Retention & Disposal Schedule. All electronically stored information will be securely deleted by the Project (and verified as such) when formally advised to do so by PDB.

*UNLESS there is a requirement under union or member state law to preserve that type of data.

10. Individual Rights:

- You have the right to obtain confirmation that your data is being processed, and access to your personal data
- You are entitled to have personal data rectified if it is inaccurate or incomplete
- You have the right to 'block' or suppress processing of personal data, in specific circumstances
- You have the right to data portability, in specific circumstances
- You have the right to object to the processing, in specific circumstances
- You have rights in relation to automated decision making and profiling

11. Complaints:

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact:

The Advantage Foundation, Sloefield Business Park, 1 Sloefield Drive, Carrickfergus, BT38 8GX

If you are not satisfied with the outcome, you can contact:

ESF PDB, Dept for the Economy, Adelaide House, Adelaide Street, Belfast, BT2 8ED

If you are still not happy, you have the right to lodge a complaint with the *Information Commissioner's Office (ICO)*:

*Information Commissioner's Office
Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Tel: 0303 123 1113
Email: casework@ico.org.uk*