



## Ambitions

### DWP 6 Month Monitoring and Evaluation Privacy Notice

This privacy notice explains who the Data Controller is for the personal data which is collected through the Ambitions project and how you are able to find out how and why the Data Controller uses this data.

#### Who is the Data Controller for the Ambitions Project?

The Data Controller for the Ambitions project is the Department of Work and Pensions (DWP).

#### The purposes of the data processing

The information you provide to CSW Group and others working on behalf of Ambitions will be shared with 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 DWP 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.

Data collected for the purposes of monitoring and evaluation 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.

#### The lawful basis for the processing

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 grant beneficiary organisations, in this case CSW Group, are data processors in respect to information processed which relates to participants in the operations and projects funded by the European Social Fund.

DWP is **not** the controller for any other / additional data collected by CSW Group that is not essential for delivering the Ambitions project, or for any personal data that would normally be collected by CSW Group in pursuit of its other activities which will be subject to a separate privacy notice.

The [ESF Programme Action Note 018/18](#) sets out the lawful basis for processing personal data under ESF.

## **The retention periods for the personal data**

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.

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 at:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/591617/ESF\\_Guidance\\_on\\_document\\_retention.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591617/ESF_Guidance_on_document_retention.pdf)

## **The rights available to individuals in respect of the processing**

If you do not wish your personal data to be used for ESF evaluation purposes please contact [ESF.EVALUATIONS@DWP.GSI.GOV.UK](mailto:ESF.EVALUATIONS@DWP.GSI.GOV.UK) and we 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* at:  
<https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter>

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

## **Contact Details**

If you have any questions, queries or complaints, and to exercise your personal data rights, please in the first instance contact the Data Protection Officer at the Department of Work and Pensions [rightofaccess.requests@dwp.gsi.gov.uk](mailto:rightofaccess.requests@dwp.gsi.gov.uk). You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## **CSW Group processing your data on behalf of the European Social Fund and DWP**

CSW Group is processing your data in accordance with our legitimate interests in meeting the obligations of our contract with ESF. CSW Group are a sub-processor for ESF who in turn are data processors on behalf of DWP who is the Data Controller. CSW Group ensures that we follow the instructions for processing your information as set out in our contract and have the appropriate systems and processes to protect your information.

If you would like further information about how CSW Group collects, processes and protects your information, please look at the data protection section on our website at [www.cswgroup.co.uk](http://www.cswgroup.co.uk) or contact our Data Protection Officer via [DataProtection@cswwgroup.co.uk](mailto:DataProtection@cswwgroup.co.uk).