

1.1. Annex 11: Skills for Life and Work Privacy Notice



Data Controller Name: Department for the Economy
Address: Youth Inclusion Branch, Adelaide House,
Belfast, BT2 8FD
Telephone: 0300 200 7876
Email: Skillsforlifeandwork@economy-ni.gov.uk

Why are you processing my personal information?

Your personal information is being collected for the purposes of the Skills for Life and Work Programme. The collection of this information is necessary to fulfil the public function of the Department in relation to the Skills for Life and Work Programme and in line with Article 6 of the UK General Data Protection Regulation (UK GDPR). This programme operates under the Training and Employment Act NI 1950.

As a Skills for Life and Work participant, we use your personal data to record your participation(s) and achievement(s) on the programme. As you progress through the programme, details of your achievements (qualifications) will be added to your record as well as any change of circumstances which you may inform the Department of (e.g. change of address/status). The information is required for processing, to meet the requirements of managing, monitoring and reporting on the Skills for Life and Work programme and evaluating the success of the programme.

What categories of personal data are you processing?

To help the Department meet all the requirements for the Skills for Life and Work Programme and to ensure that your needs are met under the UK GDPR, the information we have to gather from you is categorised as personal data, including:

- contact details
- gender
- previous educational attainments

We may also ask for special category data for Equality Monitoring which is sensitive information, under Section 75 of the Northern Ireland Act 1998, **however your provision of this information is voluntary.**

Special category data will include such information as:

- racial or ethnic origin
- health
- political opinion
- religious affiliation
- sexual orientation

In addition, we will collect:

- Information about your initial assessment and induction on the programme.
- Information about your time on the programme, including your progress/achievements.
- Information required to support and evidence the payment of any expenses and other allowances you have claimed under the programme.
- Information about any additional support that you may avail of to fully benefit your participation in the programme, including information on disability support.

Where do you get my personal data from?

Your personal data is supplied *by you* when you request a Training Credit from the Department's Careers Service to join the Skills for Life and Work programme. Additional data will also be supplied *by you* to your chosen Training Contractor when you enrol/register on the programme using your Training Credit. Your Training Contractor is obliged to ask for Section 75 information from you to assist the Department in meeting its statutory requirement to promote and report on equality of opportunity, **however your provision of this information is voluntary.**

Do you share my personal data with anyone else?

We may need to share your data internally with other branches within the Department, for example those who have a role in the administration, reporting, compliance monitoring, payment processing and statistical analysis of the Skills for Life and Work Programme. The data may also be shared with the Northern Ireland Statistics and Research Agency for the purposes of statistics and research.

Your data may also be shared with Training Contractors in response to queries relating to you, on issues such as eligibility and training entitlement, or Awarding Organisations with regards to qualification certificates.

Where the Department has offered to provide additional support to you in your training, such as disability assistance through a contracted Disability Support Contractor, and you wish to avail of this help, the Department will request written confirmation from you or a parent/guardian acting on your behalf confirming acceptance of this support. As part of its duty to promote equality of opportunity, the Department will share any necessary information which will help assist you in training.

The Department for Communities use the same IT Client Management System (CMS) where your information is stored securely, and staff can access your record if required, for social benefits purposes for example.

We will only ever share your personal data with organisations who have a legal right to the data, or whom the Department contract to process the data on our behalf.

Do you transfer my personal data to other countries?

No. All of your information will be processed within the UK.

How long do you keep my personal data?

Client records will be archived/removed from Client Management System (CMS) 7 years from the date of last payment/contact with the Department.

All client records are stored on the Department's CMS. The Department will ensure that personal data is kept no longer than necessary, that it manages records effectively from when they are created, including how they are stored and used, through to their destruction or archiving.

(If you use automated decision making or profiling) - How do you use my personal data to make decisions about me?

Youth Inclusion Branch does not use automated decision making or profiling in the management of its training programmes.

What rights do I have?

You have the following rights in relation to how the Department uses your personal data:

- 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 [to 'block' or suppress processing](#) of personal data, 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](#).**

How do I complain if I am not happy?

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the Department's Data Protection Officer at:

Data Protection Officer: Bernard McCaughan

Email: DPO@economy-ni.gov.uk

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

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>

The Department for the Economy's Corporate Privacy Notice is available at:
<https://www.economy-ni.gov.uk/dfe-privacy-notice>