

GENERAL DATA PROTECTION REGULATION: PRIVACY NOTICE

This notice tells you about how the Out-of-Work Service will process personal data during the administration and management of land and property managed and owned by the Welsh Ministers.

What is Personal Data?

Personal data, as defined by the General Data Protection Regulation, is information that we have or are likely to have in the future relating to a living individual who can be identified by that information. Welsh Government will be data controller for the information you provide. We will process it on the basis of our public task and the official authority vested in us and, where it amounts to special category data, in the substantial public interest.

To allow us to support you through the Out-of-Work Service, we need to ask you to provide a range of personal information to our processors Cyfle Cymru www.dacw.co.uk/en/about-cyfle-cymru and Gofal www.gofal.org.uk. The information you provide to the peer mentors will be held in the strictest confidence and not shared with a third party. They will work with you to overcome your barriers and help you back into training, education or employment.

The information that we request from you will be evaluated to establish whether the operation is **effective** in achieving its purpose, and **efficient** in how it is producing results. The information will also be used by the Welsh European Funding Office (WEFO) for the purpose of administering and managing the project and allow us to support you through the Out-of-Work Service, to measure and evaluate service performance, and to strengthen the evidence basis for substance misuse and mental health support.

Your Rights Under General Data Protection Regulation

Where applicable you have the right:

- to be informed of the personal data we hold about you and to access it
- require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to (in certain circumstances) data portability
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection

Storing and Retaining your information

We will store your information in compliance with the General Data Protection Regulations, European Structural Fund and Welsh Government (WG) Records Policy and it will be kept in compliance with WG Records Management. The OOWS records management and retention practice complies with the current guidance link: <http://gov.wales/docs/wefo/publications/developingguidance/120906docmanandreten.pdf>

Further Information

For further information about the personal data collected and its use, if you have any concerns about the accuracy of personal data, or wish to exercise any of your rights under the General Data Protection Regulation, you should contact:

- The Welsh Government ESF Programme Manager for the Out-of-Work Peer Mentoring Service through outofwork-peer@gov.wales
- The Welsh Government's Data Protection Officer, Welsh Government, Cathays Park, Cardiff, CF10 3NQ (DataProtectionOfficer@gov.wales)
- The Information Commissioner's Office helpline can be contacted on 0303 123 1113 or 01625 545745 between 9am and 5pm, Monday to Friday.

Further information on Data Protection may be obtained at: <http://www.ico.org.uk/>

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF