



**European Union**

European  
Social Fund



## Privacy Policy

Northern Rights works with the European Social Fund (ESF), the Department for Work and Pensions (DWP) who are the Managing Authority for ESF, and associated government bodies to deliver the Under One Roof project (the 'Programme') which is part-funded by ESF as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. Partners on this programme include South Tyneside Homes, Gentoo and Zenith Training.

This Privacy Policy explains how we use the personal data we receive from you in connection with your participation in the Programme. We only use your personal data for the purposes permitted by ESF in order to deliver the Programme.

### What Information do we collect about you?

The Programme is a welfare-to-work programme aimed at providing specialised support to those who are unemployed or inactive, those aged 50+, those from ethnic minorities, those with disabilities, health conditions, women negatively impacted by the gender gap and those living in social housing to support the transition into employment. As a result, the personal data that we use to deliver the Programme includes your name and contact details, national insurance number, benefits status and any barriers to work, details of any dependents, details of any work history, references, qualifications, education, ethnicity and information about your health as well as any criminal records. If we are involved in processing payments to you, we may also store bank details. We only collect this data because it is required to deliver the Programme for ESF. This information will be retained for funding purposes until 31st December 2033 at the earliest.

### What do we do with your personal data?

All of the personal information we gather is held on secure servers in the UK. We only use your personal data to deliver the Programme to the standard required by ESF and to advise you of services related to your search for work. This includes providing personal data (including references) and where appropriate sensitive personal data, to Programme delivery partners, including health specialists, social housing providers, training partners and prospective employers, who will use it for providing additional support relating to the Programme, processing job applications, or delivering education and training. Your personal data will only be shared with such organisations to the extent that it is necessary to deliver the Programme. All of this data is also available to ESF and DWP who may use it to deal with social security, child support, employment and training, promoting financial planning or for policy relating to occupational and personal pension schemes. DWP may contact you in order to carry out research and evaluation.

### Data Sharing and Transfers

Other than where it is necessary to do so in order to deliver the Programme as described above, we do not share your personal data with third parties and we will never sell your personal data to anyone. Your data is held securely in the UK and will not be transferred outside the European Economic Area.

### Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal data, please email us at [DPO@northernrights.org.uk](mailto:DPO@northernrights.org.uk). We want to make sure that your information is accurate and up to date and are very happy to remove or amend any information that you think is inaccurate. You also have the right to request that we either delete or restrict our processing of your personal data. We will advise ESF and DWP of any such requests. You also have the right to lodge any complaint about the way in which we handle your data with the Information Commissioner's Office (ICO) [www.ico.org.uk](http://www.ico.org.uk)

### Changes to our Privacy Policy

We are GDPR compliant and keep our privacy policy under regular review placing any updates on our webpage. This policy was last updated **October 2019**. How to contact us: Please contact us if you have any questions about our privacy policy or information we hold about you by email: [DPO@northernrights.org.uk](mailto:DPO@northernrights.org.uk)