



Llywodraeth Cymru
Welsh Government

PUBLICATION

Jobs Growth Wales + programme: employer privacy notice

What we do with the related information that we receive.

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Introduction

It is mandatory that the 'Jobs Growth Wales + programme: employer privacy notice' is seen by each employer engaged with the programme whether offering work experience or job opportunities.

Jobs Growth Wales + is funded directly by the Welsh Government (WG) and part funded via the European Social Fund (ESF) approved operations (through the Welsh Government). Your participation in the programme is dependent on you providing personal data. Welsh Government will be the data controller for this data and we will process it in line with our public task and official authority vested in us. The legal basis we rely on to process your personal data is article 6(1)(e) of the General Data Protection Regulation. This allows us to meet our legal duties and administer and monitor the funding we provide.

What personal information about you is collected and used by the Welsh Government?

Your personal data is collected from you and sent to the Welsh Government by contractors.

As defined in the General Data Protection Regulation, your personal data is your:

- employer name
- employer size
- employer address
- employer contact forename
- employer contact surname
- employer contact role

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- employer contact ID
- employer contact email
- employer contact number

What will the Welsh Government use your information for?

Engagement with the programme is voluntary. However, if you do engage with the programme you must provide the appropriate data.

We will use your personal data:

- to contact you regarding your experience of the Welsh Government's Jobs Growth Wales + programme. To do this your personal data will be shared with third party researchers appointed by and acting on behalf of the Welsh Government. Research agencies and academic institutions will carry out research for evaluation and statistical purposes only and will contact you directly. This feedback will allow us to better understand how the programme is operating and whether improvements can be made
- for funding, planning and policy development as well as monitoring outcomes
- in official statistics and research. This includes personal and non-personal data. Any personal data used is anonymised and individuals cannot be identified in these publications. As part of these evaluations, they may also assess the impact of a programme on the individual learner as well as contribute to future Welsh Government policy development We will also use this information to provide you with information and updates directly related to your participation in the JGW+ programme

How long will Welsh Government Keep your

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personal information?

The Welsh Government will need to keep your personal information for a period of ten years in accordance with the Welsh Governments Information Retention Policy and to satisfy requirements for European Union funding. After this time your personal information will be deleted.

Who will Welsh Government share your personal information with?

The Welsh Government will share your data with the following:

- Internal and external government bodies such as the Department for Work and Pensions and the Welsh European Funding Office to evaluate the impact of learning programmes.
- Research companies commissioned by the Welsh Government to undertake evaluations of programmes, you will always have the option to take part or not in the survey if contacted.
- The Office for National Statistics (ONS), to publish aggregate statistics related to the economy, population and society at UK, Wales, and local levels. All statistical and research work will be undertaken in a manner that includes checks being carried out to make sure that identities are not revealed by the results of the analysis.
- The UK Government Department for Education, to identify and analyse the destinations of learners into further learning and/or employment once they have left learning. Welsh Government will analyse this linked data internally and will also share it with public bodies such as Estyn, Qualifications Wales and the Higher Education Funding Council Wales (HEFCW) or third party research organisations such as universities or independent social and

economic research companies.

- Careers Wales to meet its objective of providing support to specific groups of individuals who are at a high risk of becoming disengaged from education, employment and training.

The sharing of data with third party contractors is always governed by strict requirements of confidentiality and security, and the Welsh Government has a formal data sharing agreement in place whenever we share your data with a third party. Contractors carrying out research and evaluations on our behalf have to comply with the Government Social Research Code and third parties have to sign a confidentiality agreement in relation to your data to show that they operate satisfactory information security procedures, that they will only use your information in prescribed ways and that they will destroy their copies of your data when it is no longer needed.

Your rights and choices

Under data protection legislation, you have the right:

- to be informed of the personal data Welsh Government holds about you and to access it
- to 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

For further information about the information which the Welsh Government holds and its use, or if you wish to exercise your rights under the UK GDPR, please contact The Welsh Government's data protection officer:

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Data Protection Officer
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Email: DataProtectionOfficer@gov.wales

The contact details for the Information Commissioner's Office are:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0165 545 745 or 0303 123 1113

Website: www.ico.org.uk

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