



Llywodraeth Cymru
Welsh Government

Evaluation of PaCE

The Welsh Government has commissioned OB3 Research Limited (OB3) to undertake an evaluation of the Parents, Childcare and Employment (PaCE) programme. This aim of this evaluation is to consider whether PaCE is being implemented as expected and to build up a picture of the effectiveness of it in helping participants achieve sustainable outcomes. As part of this evaluation OB3 will be gathering information through interviews.

The Welsh Government is the data controller for the research. However, OB3 will delete any personal data provided through the interviews and anonymise the raw data, before it is shared with the Welsh Government.

The information collected during the project will be included in a report published on the Welsh Government website and possibly in other publications by OB3 and Welsh Government.

Your participation in this research is completely voluntary. However your views and experiences are important in order to help inform Welsh Government policies.

The contact for this research at OB3 is Nia Bryer

E-mail address: Nia@OB3research.co.uk

Telephone number: 01558 822 922



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PRIVACY NOTICE

What personal data do we hold and where do we get this information?

Personal data is defined under the General Data Protection Regulation (GDPR) as 'any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier'.

The personal information to be provided to OB3 by Welsh Government includes the following personal data:

- your name;
- date of birth;
- National Insurance Number;
- Unique Learner Number;
- contact details (address, telephone number and email address);
- ethnicity, migrant status and disability.

These data were collected when you first joined PaCE.

As part of this research we will be collecting the following additional personal information:

- Details of your employment

Your participation is voluntary and if you do not wish to take part or be sent reminders then please let us know using the telephone number provided and your details will be removed. OB3 will only use your email address and telephone number for the purposes of this evaluation.

If you choose to provide additional personal data as part of the research we will try not to identify you from, or link your identity to, the responses you provide. If you raise a query or complaint and provide personal data requesting a response, the researcher will forward the request only to the relevant official and subsequently delete it from the research data.

We may need to record some interviews for operational reasons. If this is the case, we will make this clear to you before the interview begins, and you will have the opportunity to tell us if you are not happy for the interview to be recorded. If interviews are recorded, personal data will be removed during the process of transcribing interviews. Recordings will be deleted as soon as this process is



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completed. If interviews are not recorded, personal data will not be included in written notes prepared following interviews.

What is the lawful basis for using your data?

The lawful basis for processing information in this data collection exercise is our public task; that is, exercising our official authority to undertake the core role and functions of the Welsh Government. Some of the data we are collecting are called 'special category data' (your ethnicity and disability status in this case) and the lawful basis for processing this information is that it is for statistical or research purposes.

Participation is completely voluntary. Research studies such as this are important for the Welsh Government to collect information and actionable evidence about its ability to deliver government priorities. The information collected in this research, will be used to analyse the characteristics of people taking part in PaCE and to understand the effects and effectiveness of the programme.

How secure is your personal data?

Personal information provided to OB3 is always stored on a secure server. The data can only be accessed by a limited number of researchers working on this project. OB3 will only use this data for research purposes. Physical material, such as notes or recording devices, will be kept under lock in OB3 or its subcontractors' offices. OB3 and its subcontractors have cyber essentials certification.

OB3 has procedures to deal with any suspected data security breaches. If a suspected breach occurs, OB3 will report this to the Welsh Government who will notify you and any applicable regulator where we are legally required to do so.

All data gathered through this research will be reported in an anonymised format. It will not contain your contact details and any identifiable information in open-ended answers will be removed. OB3 will use the information gathered to produce a report that will be published on the Welsh Government website. This report will not include any information that could be used to identify individual participants.

How long do we keep your personal data?

OB3 will hold personal data during the contract period, and any personal data will be deleted by OB3 three months after the end of the contract. This includes your contact details. OB3 will provide Welsh Government with an anonymised version of the data which will not include information that could identify you.



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Individual rights

Under GDPR, you have the following rights in relation to the personal information you provide as part of this [project], you have the right:

- To access a copy of your own data;
- For us to rectify inaccuracies in that data;
- To object to or restrict processing (in certain circumstances);
- For your data to be 'erased' (in certain circumstances); and
- To lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

The contact details for the Information Commissioner's Office are: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Phone: 01625 545 745 or 0303 123 1113. Website: www.ico.gov.uk

Further Information

If you have any further questions about how the data provided as part of this study will be used by the Welsh Government or wish to exercise your rights using the General Data Protection Regulation, please contact:

Launa Anderson (Knowledge and Analytical Services, Welsh Government)

Telephone number: 03000 259 274

Email address: Launa.Anderson@gov.wales

The contact for this evaluation at OB3 is Nia Bryer.

Telephone number: 01558 822 922

E-mail address: Nia@ob3research.co.uk

The Welsh Government's Data Protection Officer can be contacted at:

Welsh Government, Cathays Park, Cardiff, CF10 3NQ, Email:

DataProtectionOfficer@gov.wales.