



# WCVA privacy notice: for participants in European funded projects

## INTRODUCTION

We treat privacy and confidentiality very seriously. We have developed this privacy notice to be as clear as possible about the personal information we collect and use.

We comply with all aspects of the UK's data protection law, which includes the European General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

**Please ensure you read this notice carefully and contact us if you have any questions or concerns about our privacy practices.**

## WHO ARE WE?

We are Wales Council for Voluntary Action (WCVA), Registered Charity (number 218093) and Company Limited by Guarantee (number 425299). We are the national membership organisation for the third sector in Wales. WCVA, with the County Voluntary Councils (CVCs), provides the national, regional and local third sector infrastructure in Wales. WCVA's mission is to be a catalyst for positive change by connecting, enabling and influencing. For further information, please visit our website <http://wcva.cymru>.

WCVA is registered as a Data Controller with the Information Commissioner's Office (ICO), registration number Z6141301. At WCVA we have a Data Protection Officer who oversees our processing activities: that person is Emma Waldron, who can be contacted by email at [dpo@wcva.cymru](mailto:dpo@wcva.cymru) or by phone on 0300 111 0124.

## **WHO IS THE DATA CONTROLLER?**

The information we ask you to provide is reported to the funder, as we are administering the fund on their behalf. In this case, the funder and Data Controller is the Welsh European Funding Office (WEFO) and their privacy notice can be found here:

<https://gov.wales/docs/wefo/publications/180525-wefo-gdpr-en.pdf>.

## **WHAT CATEGORIES OF PERSONAL DATA WILL WE COLLECT AND USE?**

As part of the funding arrangements for this project we must collect evidence of your eligibility and information about your participation in the project. This will include ID checks, employment status and other evidence required for the programme you are enrolling on. We also need to keep information on your progress throughout the project.

To enrol on a project funded under the European Social Fund (ESF) you must agree to provide the requested information because WCVA is not able to access the funding for the project without collecting the required information. Further information about ESF can be found [here](#).

## **THE LAWFUL BASIS FOR PROCESSING YOUR PERSONAL DATA**

WEFO is the Data Controller in respect of information processed that relates to all participation in the European Social Fund. The lawful basis for processing personal data under ESF is set out in section 7 of <https://gov.wales/docs/wefo/publications/180525-wefo-gdpr-en.pdf>.

## **WHO ELSE WILL RECEIVE YOUR DATA?**

The information you provide to the organisation running the project will be shared with WCVA and WEFO and will be used to evaluate this project and for monitoring purposes in line with European Commission regulatory requirements.

Your information will also be shared with research and evaluation organisations working on behalf of WEFO and WCVA who may contact you discuss your involvement in the project for research purposes.

Your personal details may be linked to official administrative records in order to monitor your employment status before your ESF support began and 6 to 12 months after you left.

Your data will not be used or shared for any commercial or marketing purposes.

At all times your information will be kept securely, and nobody will have access to it that shouldn't.

### **Will your data be transferred to a recipient outside the European Economic Area?**

No, WCVA will not transfer your data to a recipient outside the European Economic Area.

### **How long will we keep your data?**

Your data will be kept on secure servers until 31 December 2026, or later if we are advised to do so by WEFO.

### **What rights do you have?**

You have a number of rights in relation to your personal data that we have. Not all the rights apply in all circumstances. If you wish to exercise any of the rights, please contact us in the ways detailed in the 'Who are we?' section:

- You have a right of access to the personal information we hold about you.
- You have the right to ask us to correct any information we hold about you that you think is wrong or incomplete.
- You have the right to object to any processing of your personal information where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop. There may, however, be legal or other legitimate reasons why we need to keep or use your information. If this is the case, we will consider your request and explain why we cannot comply with it. You can ask us to restrict the use of your personal information while we are considering your request.
- You have the right to object if we process your personal data for the purposes of direct marketing. If you no longer want to receive communications from us, please contact us. We will stop sending you communications but will continue to keep a record of you and your request not to hear from us. If we deleted all of your information from our direct marketing databases, we would have no record of the fact that you have asked us not to communicate with you and it is possible that you may start receiving communications from us at some point in the future, if we obtain your details from a different source.
- You have the right to ask us to delete your information. This is also known as the right to be forgotten or to erasure. We will not always agree to do this in every case, as there may be legal or other legitimate reasons why we need to keep or use your information. If this is the case, we will consider your request and explain why we cannot comply with it. You can ask us to restrict the use of your personal information while we are considering your request.
- Where our processing of your personal information is based on your consent, you have the right to withdraw it at any time. Please contact us if you want to do so.

- You may have a right to obtain the personal information that you have given us in a format that be easily re-used and to ask us to pass this personal information on in the same format to other organisations. Please contact us to find out if this right applies to you.

## **WHO SHOULD YOU COMPLAIN TO?**

In the first instance, this should be to WCVA's Data Protection Officer as outlined under '*Who are we?*', but you do have a right to lodge a complaint with the Data Protection Regulator, the Information Commissioner's Office (ICO) and they can be contacted on 0303 123 1113 or by email: <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## **CHANGES TO THIS PRIVACY NOTICE**

This privacy notice was last updated on 22 July 2019. We keep this privacy notice under regular review and may change it from time to time by updating this page to reflect changes in the law and/or our privacy practices. We would encourage you to check this privacy notice for any changes on a regular basis.