**Working4U Employability and Learning Grants Programme**

The Scottish Government and UK Government have allocated funding to West Dunbartonshire Council to support local residents who meet the relevant eligibility criteria included in the following funding streams:

* No One Left Behind
* Child Poverty
* UK Shared Prosperity Fund

Scotland’s Approach to Service Design recognises that meeting the needs of people who face the barriers identified by each these funding streams can be done most effectively when public, private and third sector organisations work together in partnership.

The main aim of the Scottish Government No One Left Behind strategy is to support local residents to access services that support them to achieve their employment goals through a person centred approach.

The UK Shared Prosperity Fund will address a series of long-term challenges. The People and Skills intervention will support West Dunbartonshire’s long-term economic development, create pathways for future opportunities and economic prosperity. The Multiply intervention includes investing in meaningful participation that boosts people’s ability to use maths in their daily life, at home and work – and enable adults to achieve formal qualifications that can open doors for them (such as career progression, or progression to further study).

There is a strategic focus across both funds on Child Poverty and supporting economically inactive residents to access employability services and local delivery will align to these priorities.

West Dunbartonshire Council is keen to work with organisations that can deliver innovative employability services for local people that aim to support participants in their journey into sustained employment.  The Council aims are to work together, building on local insight and knowledge, aligning with long term strategic plans for local growth, targeting people most in need, investing in skills and supporting people on their employability journey.

Following assessment West Dunbartonshire Council will enter into a Grant Award Agreement with successful bidders.

**Data Protection**

This Data Protection Policy sets out the basis on which any personal data we collect from you, or that you provide to us will be processed.

For the purpose of the new EU General Data Protection Regulation 2016/679, West Dunbartonshire Council acts as a data controller in relation to the provision of business development services.

**Information you give us**

You may give us information about you by filling in forms or by corresponding with us by phone, e-mail or otherwise. The information you give us may include:

* Name
* Postal address
* E-mail address
* Telephone number
* Bank Details and
* Information relating to your business and the service you provide on our behalf.

**Information we receive from other sources**

We may receive information about you if you interact with other public sector delivery partners.  We are also working closely with third parties (including, for example, business partners and sub-contractors) and may receive information about you from them.

**Data Storage**

West Dunbartonshire Council host a central repository of data relating to users of our Employability services  (the ‘Ident System’ or ‘AdvicePro’) and the Skills Development Scotland/Scottish Enterprise (CRM system), which can only be accessed, used and modified by authorised Council Business Support staff. West Dunbartonshire Council is the data controller in relation to the ‘Ident System’ or ‘AdvicePro’ Systems and Skills Development Scotland/Scottish Enterprise are the data controllers for the CRM system.

**Uses made of the information**

We will use this information:

* to provide you with the information, products and services that you request from us;
* to provide you with information about other Employability services or similar services in which you may be interested;
* to evaluate employability services
* to notify you about changes to service provided by the Employability teams.

**Legal basis for processing your personal data**

West Dunbartonshire Council will process all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (UK GDPR).

The lawful basis that applies to this processing is Article 6 (1) (e) of the UK GDPR; that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; data being processed belongs to business contacts processed during the routine course of business of a government department.

**Disclosure of your information**

We may share your personal information with other Council Services and relevant agencies including but not limited to Business Gateway, Scottish Enterprise, Jobcentre Plus, Glasgow City Council, Scottish Government, UK Government, HMRC, SEPA and Police Scotland. All information supplied will be used in accordance with the EU General Data Protection Regulation 2016/679.

We may share your information with selected third parties including:

* Business partners, suppliers and sub-contractors for the performance of any contract we enter into.

We may disclose your personal information to third parties:

* If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or to protect the rights, property, or safety of us or the other Delivery Agents, or others. This includes exchanging information for the purposes of fraud detection or crime and to verify consents and licences and compliance with legislation.

**Sending data overseas**

Your personal data will not be sent overseas.

**Automated decision making**

We will not use your data for any automated decision making.

**Data Retention**

If your bid is successful, your personal data may be passed onto the Scottish Government and/or UK Government who will handle your data in accordance with their own Privacy Notice.  Should your bid be unsuccessful, West Dunbartonshire Council will erase your personal data.

**Your rights**

You can find out more about your information rights on our [Data Protection page](https://www.west-dunbarton.gov.uk/council/data-protection-ripsa-and-freedom-of-information/).

For independent advice about data protection, privacy and data sharing, visit the Information Commissioner Office [www.ico.org.uk](http://www.ico.org.uk/) or email: [registration@ico.org.uk](mailto:registration@ico.org.uk).

**Changes to this Data Protection policy**

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the EU General Data Protection Regulation 2016/679.

**Contact**

Contact: Data Protection Officer

Email: [dataprotection@west-dunbarton.gov.uk](mailto:dataprotection@west-dunbarton.gov.uk)

**Complaints**

If you have any concerns about the information contained in this Privacy Notice please contact: [WDC\_NOLB\_Grants@west-dunbarton.gov.uk](mailto:WDC_NOLB_Grants@west-dunbarton.gov.uk)

If you have concerns about the way the council has processed your data, please contact the council’s Data Protection Officer:

Email: [dataprotection@west-dunbarton.gov.uk](mailto:dataprotection@west-dunbarton.gov.uk)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner’s Office (ICO): <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

You can opt-out of receiving our correspondence at any time by emailing  [WDC\_NOLB\_Grants@west-dunbarton.gov.uk](mailto:WDC_NOLB_Grants@west-dunbarton.gov.uk)