

MULTIPLY PROGRAMME PRIVACY NOTICE 2023 - 2025

Short Privacy Notice Multiply Programme

North Lincolnshire Council uses personal information to deliver the Multiply Programme to provide workshops and courses to adults aged 19+ , where the adults are eligible for DfE Multiply funding.

North Lincolnshire Council handles personal data in accordance with the UK General Data Protection Regulation / Data Protection Act 2018 and will not disclose your data to any other third party unless allowed or required to do so by legislation. For further details about the processing of your personal data please see the North Lincolnshire Council **Full Privacy Notice** and other information on the council's Data Protection and Privacy web page.

Full Privacy Notice – Multiply Programme

Data Controller

North Lincolnshire Council and the DfE.

Data Protection Officer

The North Lincolnshire Council Data Protection Officer is Phillipa Thornley, and she can be contacted by email using informationgovernanceteam@northlincs.gov.uk or at Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL.

Contact details for the Multiply Programme

North Lincolnshire Council – Community Enablement
Church Square House
30-40 High Street
Scunthorpe
North Lincolnshire
DN15 6NL

Email: Elizabeth.Elliott@northlincs.gov.uk
Multiply@northlincs.gov.uk

Telephone: 01724 297146
Website: www.northlincs.gov.uk

Purpose of this Privacy Notice

This Privacy Notice tells you how North Lincolnshire Council uses personal data in relation to the Multiply programme, funded by the Department of Education that provides activities for adults aged 19+ who are eligible for DfE Multiply funding.

What do we mean by personal confidential data?

Personal data relates to living persons and is information that can be used to identify an individual such as name, date of birth, address, or postcode.

Personal Information

The following personal data is collected:

- Contact details – name, address and email address
- Date of birth
- Family circumstances and contact details
- Employment status
- Existing qualifications in mathematics

Special Category Personal Data

The following special category personal data is collected:

- Ethnicity
- Information about disabilities or learning difficulties.

In all cases the data collected is limited to what is considered proportionate and necessary.

What do we do with the data we have?

We use the data to:

- Determine the eligibility of adults for the Multiply Programme.
- Co-ordinate and administer the most effective Multiply learning programme and communicate with adults regarding their learning programmes from the council and the wider community.
- The data is also used to fulfil statutory obligations which include ensuring that adults are entitled to Multiply funding and providing data to the DfE and other Government agencies for statutory, research and statistical purposes. The consequences of not providing the information requested may result in adults not being eligible to receive funding and therefore being not eligible to undertake a learning programme.

Who do we share your data with?

We sometimes need to share your information with other organisations. We will only share your information when it is necessary and when the law allows us to do so, and we will only share the minimum information we need to. We may need to share your information with:

- The Department for Education (DfE), which provides the funding for Multiply programmes to allow them to oversee the scheme.
- Ofsted for inspection purposes

How do we get your personal data and what lawful basis are we relying on?

We collect personal data in ways including:

- From individuals themselves
- From Multiply partners

- From employees or council departments
- From schools making a referral
- From other organisations, such as health and care provider

In addition, we are using some existing personal data from our business systems to promote the scheme to eligible individuals and for analysis.

The lawful basis we are relying on to process personal data is:

- (a) To perform a task in the public interest – Article 6(1)(e):

Local authorities are statutorily responsible for safeguarding in relation to children in need, under s.17 of the Children Act 1989, and looked after children under s.20 of the Children Act 1989.

The lawful basis we are relying on to process special category personal data is:

- (a) Substantial public interest – Article 9(2)(g).

This is permitted if one of the conditions in Part 2 of Schedule 1 of the Data Protection 2018 can be met. In this instance those most likely to be met are:

- To fulfil an explicit statutory or government purpose
- Protect the public
- Support for individuals with a particular disability or medical condition
- Safeguard adult learners or individuals at risk
- Safeguard the economic wellbeing of certain individuals

The special category personal data being collected is health data to help keep adult learners safe in relation to delivery activities.

Please note that we will not process your personal data for a purpose that is incompatible with the reason it was collected for unless this is allowed or required under Data Protection legislation.

Can I withdraw my consent?

Yes, where the personal data has been collected and processed on the basis of consent.

How do we store your information and for how long?

Your personal data is retained in accordance with national guidance and our legal obligations. In this instance we will retain your personal data for as long as is necessary to provide the services or support, and to respond to any queries or complaints. We anticipate retaining data for 7 years from the end of the Multiply Project in 2025 but this may change if further guidance is provided by the funder. The personal data may be anonymised and kept for a longer period for statistical purposes.

Your Data Protection Rights

Under Data Protection law, you have rights including:

- **Your right of access** - to ask us for copies of your personal information.
- **Your right to rectification** - to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To make a request please contact us at inforequest@northlincs.gov.uk, 01724 296224 or North Lincolnshire Council, Church Square House, 30 – 40 High Street, Scunthorpe, DN15 6NL.

How to Complain

The main point of contact at the council for Data Protection matters is our Data Protection Officer (DPO). If you have any Data Protection concerns about the collection of personal data for COVID19 and wish to make a complaint please contact our DPO, as follows:

Phillipa Thornley

Email: informationgovernanceteam@northlincs.gov.uk

Telephone: 01724 296224

Post: North Lincolnshire Council, Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL

If you remain unhappy you can also complain to the ICO, as follows:

Website: [Information Commissioner's Office](https://www.ico.org.uk)

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Telephone: 0303 123 1113

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