



EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future



Privacy Notice - European Social Fund

The Data Controller of the information being collected is:

Orkney Islands Council, School Place, Kirkwall, KW15 1NY Telephone 01856 873535
administration@orkney.gov.uk

For any queries or concerns about how your personal data is being processed you can contact the Council's Data Protection Officer, Gavin Mitchell, using the above contact details.

This privacy statement relates to the following process:

Data Collection for European Social Fund (ESF) Participants
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When you enrol to participate in a programme of study that is funded by either the European Social Fund (ESF) or the European Regional Development Funds (ERDF), some of your personal information will be shared with the Scottish Funding Council and the Scottish Government.

Your information will be used for the following purposes:

We use this information to evidence that you are eligible to participate in this ESF supported project and that the University complies with ESF funding regulations and obligations as outlined by Scottish Funding Council and Scottish Government.

The Scottish Government need this information to verify your identity and confirm your eligibility so they can fulfil their legal obligations to the European Commission regarding how the European Structural Funds are used in Scotland.

Our legal reason for gathering and processing the data is/are:

Processing is necessary for the performance of a task carried out in the public interest or under the official authority vested in us.

The data being used includes special category (sensitive) data. We use this sensitive data under the following legal condition:

Processing is necessary for reason of substantial public interest; that being monitoring equality of opportunity or treatment.



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Scottish Funding Council
Promoting further and higher education

Your data will, or may, be shared with the following recipients or categories of recipient:

We will share your information with the University of the Highlands & Islands, Scottish Funding Council and the Scottish Government. The Scottish Government may share your information with the European Commission and the European Court of Auditors where requested as part of verification and audit checks.

We will not normally share this information with anyone else without your consent; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Your data will be retained for the following length of time:

Your information will be retained for the duration of the European programme, until at least 2032, as stated in Scottish Funding Council's guidance. We will dispose of all your data securely after this date

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- If you consider your data has been misused or mishandled, you may make a complaint to the Information Commissioner who is an independent regulator www.ico.org.uk