

Mayor's ESF 2019-23 Programme

Employer Beneficiary Engagement Form

All sections of this form must be completed in full and the eligibility criteria satisfied as per the Evidence & Eligibility Handbook and evidenced accordingly.

Unique Employer Beneficiary Identification Number (UEBIN)	
GLA Project Reference Code	
Subcontractor (if applicable)	
Initial Project Joining Date	

Business Details			
Trading Name			
Address (Line 1)			
Address (Line 2)			
Postcode		Borough	
Business Phone Number			
Mobile Phone Number			
Email			
Number of employees		Annual Turnover of business	
Digital, Construction, Health and Social Care, Early Years, Nursing, Financial, Tech or Creative focus of business if relevant			
Brief description of business activity:			

Business Officer	
Name	
Position	
Phone Number	
Email	

Referral Source:

Information that the GLA will report upon

The GLA will provide statistical information to a number of organisations, and may report on the programme as a whole, or on cross sections of the programme such as the numbers of businesses for individual boroughs. The information will not mention Your business by name, or any other distinguishing feature, and we will not provide information other than in an anonymised format, except for evaluation purposes as mentioned in the declaration below.

Anonymised information will NOT include Your name, address, telephone numbers or email address.

The information that we will report on may include the following:

Start Date; Post Code; London borough of residence; Leaving Date

GLA Data Protection

Employer Beneficiary Engagement Declaration

The Purposes of Data Processing

The information You provide to the Greater London Authority will be shared with the Department for Work & Pensions (DWP) and used to evaluate this project and to report to the Greater London Authority and European Social Fund for monitoring purposes, in line with European Commission regulatory requirements.

Your information will be shared with research organisations working on behalf of the Department for Work & pensions who may contact You to discuss Your involvement in the projects for research purposes. Participation in research is voluntary and You will be asked to consent before taking part in any research activity You may be contacted about.

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.

General Data Protection Regulation

For the purposes of the General Data Protection Regulation (GDPR), the DWP is the data controller in respect to information processed which relates to all participation in European Social Fund. ESF grant beneficiary organisations are data processors in respect to information processed which relates to participants in the operation and projects funded by the European Social Fund.

DWP is **not** the controller for any other/ additional data collected by Greater London Authority that is not essential for delivering the ESF programme, or for any personal data that would normally be collected anyway by the Greater London Authority.

The ESF Programme Action Note 018/18 sets out the lawful basis for processing personal data under ESF.

Retention periods for personal data

All personal data held by DWP or research contractors **for the purposes of evaluation** will be permanently deleted no more than six months after the research has been completed (i.e. when the final report is published on [GOV.UK](https://gov.uk)):

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731515/ESF_Document_Retention_Guidance.pdf

The rights available to individuals in respect of the processing

If You do not wish for Your personal data to be used for ESF evaluation purposes please contact ESF.EVALUATIONS@DWP.GSI.GOV.UK and we will delete Your data held for these purposes and You won't be contacted about participating in research.

More information about how and why DWP uses Your personal information, including how to ask for a copy of the personal information DWP holds about You can be found in DWP's Personal Information Charter at:

<https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter>

Information about how to ask for a copy of the information DWP holds about You (known as a 'Right of Access Request') can be found at:

<https://www.gov.uk/guidance/request-your-personal-information-from-the-department-for-work-and-pensions>

To enrol on a course funded under the Mayor's ESF 2019-23 programme You must agree to these conditions.

Declaration

I have read and agree to the conditions indicated in the Data Protection Enrolment Declaration

Signed Date

Name:.....

Job title:.....

Confirmation of Employer Beneficiary Status (if relevant)

Declaration

I can confirm that..... (business name)

is a start-up/micro/small organisation with fewer than 50

is a medium Enterprise with more than 50 employees

is an employer with 250 employees in the UK as recorded by the Employer Data Service or the Companies House registration and has an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.

Signed Date

Name:..... Job title:.....

For office use only – to be completed by project officer prior to making a claim

Business Eligibility conditions to evidence	Document to support the eligibility on file	Copy on File	
		Yes	No
Proof of address in London Borough or City of London			
Proof of status as start-up/micro/SME (if relevant)			
Enrolment Complete			
Yes			
GLA declaration signed			
Yes			
Eligibility status confirmed			
Yes			
Starter – Month/Year Claimed (please state the month and year in which the claim for this Business ‘Start’ on the programme was claimed from the Greater London Authority) MONTH _____ YEAR _____			
Declaration: I confirm that I have checked eligibility of the business and hold on file a copy of the supporting documentation. Signed (Project Officer) Date Print Name (Project Officer) Date			