



ESF Programme 2016-18



European Union

European  
Social Fund

Project ID

Participant ID

Provider name

Project name

Project sub partner

## Participant details

Title

First name

Last name

Address

House or flat number

Postcode

Borough

Phone (home)

Phone (mobile)

Email address

Date of birth

Current age

## Evidence of address provided

- |  |   |
|--|---|
| <input type="checkbox"/> Utility bill (electricity, gas, water or telephone) | <input type="checkbox"/> Pension advice notification letter     |
| <input type="checkbox"/> Council tax bill                                    | <input type="checkbox"/> Driving licence (no older than 1 year) |
| <input type="checkbox"/> Bank account or credit card statement               | <input type="checkbox"/> Jobcentre Plus letter                  |
| <input type="checkbox"/> Tenancy agreement                                   | <input type="checkbox"/> Other (please write below)             |

If you do not wish to provide a copy of evidence requested above please sign the box and write the reference number of the proof below

Reference number of proof

## Eligibility

### Proof of evidence to live/work in the UK provided

- Full passport (EU Member)
- Full passport (non EU Member State) - Passport either endorsed indefinite leave to remain or includes work, residency permits or visa stamps (unexpired)
- Identity Card issued by the Home Office in place of a visa, confirming the individual's right to stay and work in the UK
- Letter from the UK Immigration and Nationality Directorate granting indefinite leave to remain (settled status)
- Birth / adoption certificate (EU Member State) and including one of the following: P45,P60, national insurance card or driving licence
- Residency permits for foreign nationals (usually in a passport)
- Marriage/civil partnership certificate (if partner has legal right to live in the UK and this can be evidenced)

If you are only able to live/work in the UK for a limited time please state the length of time.  
This will be subject to approval by London Councils.

If you do not wish to provide a copy of evidence requested above please sign the box and write the reference number of the proof below

Reference number of proof

## Gender identity

- Male  Female  Intersex  Other  Prefer not to say

## Ethnicity

- White British - English/Welsh/Scottish/N-Irish
- White - Irish
- White - Roma, Gypsy or Irish traveller
- White - other
- Asian/Asian British - Indian
- Asian/Asian British - Pakistani
- Asian/Asian British - Bangladeshi
- Asian/Asian British - Chinese
- Asian/Asian British - other
- Black/Black British - African
- Black/Black British - Somali
- Black/Black British - Caribbean
- Black/Black British - other
- Mixed/Multiple - White and Black Caribbean
- Mixed/Multiple - White and Black African
- Mixed/Multiple - White and Asian
- Mixed/Multiple - other
- Prefer not to say
- Other ethnic group - Turkish Cypriot
- Other ethnic group - Turkish
- Other ethnic group - Arab
- Other ethnic group - other (please state below)

If you have chosen the Prefer not to say above please sign in the box to confirm that you do not wish to provide this information

Are you currently in education or training?

Yes

No

### Basic skills

Level of English

none

Entry level

Level 1

Level 2 or above

Level of Maths

none

Entry level

Level 1

Level 2 or above

Level of ESOL

none

Entry level

Level 1

Level 2 or above

### Highest level of education

ISCED 0 - Lacking foundation skills

ISCED 3 - GCSE A-C/AS or A Level/NVQ or BTEC level 3

ISCED 1 - Entry level functional skills/ Entry level foundation learning

ISCED 4 - (No UK equivalent)

ISCED 2 - GCSE D-G/BTEC Level-1 /Functional Skills Level 1

ISCED 5 - 8 - BTEC level 5/NVQ level 4/ Foundation Degree or higher

### Employment

National insurance number

(a copy of the National Insurance letter or card is required)

### Employment status - please speak to your adviser before completing this section

Unemployed (i.e. are you without work, immediately available for work and actively seeking work or officially unemployed?)

Economically inactive (not employed or unemployed)

### If you are not working how long have you been without work ?

0-6 months

6-12 months

12-24 months

2-3 years

3 years or more

### Evidence of employment status

A letter or document from JCP or DWP

A written referral from a careers service

Third Party Verification or Referral form

Other (please write below)

## Barriers to employment

Have you engaged with any projects or developed your skills in the past two years?  Yes  No  Prefer not to say

Are you an offender or ex-offender ?  Yes  No  Prefer not to say

Do you consider yourself to have a disability ?  Yes  No  Prefer not to say

If you have chosen the Prefer not to say to any of the above please sign in the box to confirm that you do not wish to provide this information

Do you consider yourself to have a learning difficulty/learning disability?  Yes  No  Prefer not to say

Do you have a mental health condition ?  Yes  No  Prefer not to say

Are you recovering from drug and/or alcohol addiction or misuse?  Yes  No  Prefer not to say

Do you have a long term health condition that limits your work?  Yes  No  Prefer not to say

## Household

**A household, is considered a social unit or family having common arrangements; sharing household expenses or daily needs; in a shared common residence or home. Jobless households are households where no member is in employment.**

Are you in receipt of Housing Benefit?  Yes  No  Prefer not to say

Are you living in temporary accommodation?  Yes  No  Prefer not to say

Do you live in a jobless household ?  Yes  No  Prefer not to say

Do you live in a jobless household with dependent children ?  Yes  No  Prefer not to say

Are you a single adult household with dependent children ?  Yes  No  Prefer not to say

Are you homeless (broad definition) ?  Yes  No  Prefer not to say

If you have chosen the Prefer not to say to any of the above please sign in the box to confirm that you do not wish to provide this information

Are you a parent ?  Yes  No  Prefer not to say

Are you a carer/Do you have caring responsibilities?  Yes  No  Prefer not to say

## How did you hear about the project

Please state how you heard about the project?

## What information is collected and why?

As part of the funding arrangements for this programme we must collect evidence of your eligibility and information about your participation in the programme. 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 through the programme.

This programme is funded by the European Social Fund (ESF) via agreements with the Department of Work and Pensions (DWP), the Greater London Authority (GLA) and London Councils. We will only ask you for information required by ESF and the London Councils Grant Committee. Further information about the European Social Fund can be found at: <http://ec.europa.eu/esf/home.jsp>.

To enrol on a project funded under the London Councils ESF programme you must agree to provide the requested information because London Councils is not able to access the funding for the project without collecting the required information.

London Councils is registered to process personal data under the Data Protection Act 2018 (DPA 2018), the General Data Protection Regulation (GDPR) and all applicable laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner.

## The purposes of the data processing

The information you provide to the provider that runs the project and London Councils will be shared with the DWP and used to evaluate this project and to report to the provider that runs the project, London Councils and ESF for monitoring purposes, in line with European Commission regulatory requirements.

Your information will also be shared with research organisations working on behalf of the DWP who may contact you to discuss your involvement in the project 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.

The DWP may also link your personal details to official administrative records in order to monitor your employment status before your ESF support began and 6 to 12 months after you left. This information may also be shared with research organisations working on behalf of the DWP however individuals will not be identifiable and you will not be contacted about this research.

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.

## The lawful basis for the processing

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

DWP is not the controller for any other/additional data collected by the provider that runs the project and London Councils that is not essential for delivering the ESF programme, or for any personal data that would normally be collected anyway by the provider that runs the project and London Councils.

The lawful basis for processing personal data under ESF is available is set out in the ESF Programme Action Note 018/18, which is available on GOV.UK at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/704535/018-18\\_General\\_Data\\_Protection\\_Regulation\\_\\_GDPR\\_\\_and\\_ESF.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/704535/018-18_General_Data_Protection_Regulation__GDPR__and_ESF.pdf)

## The retention periods for the 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).

Personal data held by DWP for all other ESF purposes as required by European Commission regulations will be retained in line with the current guidance on GOV.UK at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/591617/ESF\\_Guidance\\_on\\_document\\_retention.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591617/ESF_Guidance_on_document_retention.pdf)

## The rights available to individuals in respect of the processing

If you do not wish your personal data to be used for ESF evaluation purposes, please contact [ESF.EVALUATIONS@DWP.GSI.GOV.UK](mailto: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>

## Participant declaration

I have read the above privacy notice. I confirm that I am legally able to reside/work in the UK during the period of ESF support. I confirm that the Employment, Household and Barriers to employment sections of this enrolment form are a true and accurate statement. I have received an ESF induction and understand that my place is funded by the European Social Fund.

Participant ID or  
PRINT name

Participant signature

Signature Date

Participant start date

## Project declaration

I confirm that the participant is eligible for a funded place on this project.

The participant has understood the Declaration above and understands that their place on the project is funded by the European Social Fund.

I have seen the evidence of address, eligibility and employment status.

Signed on behalf of  
project by (PRINT NAME)

Job title

Staff signature

Signature Date

NO DWP

NO DWP reason