



European Union
European Social Fund
Investing in jobs and skills

2007-2013 Action Note

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Data Security

Who

Managing Authority, ESF Co-financing Organisations (CFO), ESF non-Co-financing Organisations (non-CFO), Innovation and Transnationality Mainstreaming projects, ITM Unit, European Secretariat Government of Gibraltar, London Intermediate Body, Audit Authority, and DG Emploi.

What

This action note introduces an important change to data transfer procedures in ESF

Cleared

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Background

1. DWP attaches a great deal of importance to the protection of data that the department holds and ensuring compliance with data protection legislation. For information on Data Protection issues please see ico.gov.uk.
2. Ensuring compliance with data protection requirements applies to all outside organisations that hold contracts with DWP or any of their sub contractors. Any breach of Data security is regarded as extremely serious and may have significant consequences if it is concluded that organisations have not instituted robust data security procedures.
3. Action note 66 reminded all ESF providers of the importance of ensuring that proper data security procedures are in place and that all provisions of Data Protection legislation are adhered to.
4. This Action Note deals with the electronic transfer of personal information relating to ESF and match participants. ESF Article 13 monitoring requirements involve the selection of a sample of participants to assess for eligibility purposes. The transfer of personal data that includes national insurance numbers (NINOs) and dates of birth over an insecure email link is regarded as a serious breach of IT security by DWP. Any link that is not part of the Government Secure Internet (GSI) is regarded as insecure and a data transfer that includes NINOs and dates of birth will be detected as part of DWP's automated security procedures.
5. Apart from DWP CFO all other CFO and non-CFO organisations in receipt of ESF support fall outside of the GSI network. Therefore alternative measures need to be put in place to avoid a data breach when selecting the Article 13 participant sample.

Action

6. In order to protect data, ESFD has decided that personal participant information that includes National Insurance numbers and or dates of birth of named individuals should not in future form part of any requests for Article 13 participant information. Where an organisation receives a request for information on project participants arising from an Article 13 selection the **name only** should be supplied without any identifying detail (NINOs and dates of birth).

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