# Case Study/Good News Story Template

|  |
| --- |
| **Part 1: Provider and Participant Information** |
| **Name of Provider:** |  |
| **Operation Title:** |  |
| **Investment Priority:** |  |
| **Operation Contact Details:**(include name, phone number and e-mail) |  |
| **Participant ULN** |  |
| **Participant Start Date** |  |
| **Participant End Date** |  |

|  |
| --- |
| **Part 2: Guidance for Completing a Case Study** |
| Please describe the participant’s journey using the following framework:* Brief participant background – Why did the participant enrol on ESF?
* What support did the participant need?
* What barriers/obstacles were there to overcome?
* Participant’s Progress – describe the participant’s achievements and the impact this has had on their life. **Particular attention should be given to this section.**
* Include quotes from the participant and the Provider.
* What are the participant’s future plans?
* To protect the participant’s identity please do not use their name in the story. If there are any other details that could identify the participant please also change these.
* Obtain written consent from the participant – do not send this to DfE – keep this in a safe place so that it can be inspected if requested.
* Send the consent form below to DfE along with the story.
 |
| **Part 3: Participant Case Study (maximum 300 words)** |
| Please do not use the participant’s name to protect their identity |

# Consent form for ESF Case Study

## Promoting the European Social Fund Programme

The Department for the Economy would like to capture your recent experience as a way to tell others about the work supported by the European Social Fund Programme (ESF). This is known as a case study, sometimes referred to as a good news story, and will be used to illustrate how ESF has helped people to enhance and extend their skills as they progress into employment, education or training.

## How will your story be used

* We will use your case study on the DfE website and the DfE social media accounts. We may also put links to the case study page on the DfE website in newsletters, magazines or leaflets.
* We may share your case study with the European Commission to help them publicise the European Social Fund.
* If you agree to us using your story, to protect your identity we will not use your name, employer details or any other identifiers. We will also not use your photograph / video images. We will include the name of your ESF project in your story.

**CONSENT SECTION**

**Must be completed by the person giving consent**

We need your consent before we can use your story.

Please tick (✓) the boxes below where you agree to give your consent:

|  |  |
| --- | --- |
| I give consent for my case study to be published on the DfE website and on the DfE social media accounts. |  |
| I give consent for my case study to be published in material/reports pertaining to the European Commission |  |
| I have been given a copy and understand the Privacy Notice. My ESF project has explained the implications of allowing my story to be shared. |  |
| My case study may be used and will be retained until 31st December 2030. |  |
| I can withdraw my consent for DfE to use my case study at any time. If I no longer want DfE to use my story, I will notify my project who will instruct DfE to remove it from their website, social media accounts and their internal file management system (HPRM). |  |
| I have seen and read the final case study that my provider is going to send to DfE and am content with it. |  |

I confirm that I give consent for my story to be used as above.

|  |  |
| --- | --- |
| **ULN:** |  |
| **Date:** |  |

The section below should be signed by the person from the ESF beneficiary who has obtained the consent from the participant.

I confirm that I have obtained consent from the participant for their details to be used in this case study and that a copy of the participant’s written consent can be produced if requested.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Print Name:** |  |
| **Date:** |  |

**Privacy Notice**

**Northern Ireland European Social Fund Programme 2014-2020 Case Studies / Good News Stories**

**Data Controller Name:** Department for the Economy

**Address:** Adelaide House

 39-49 Adelaide Street

 Belfast

 BT2 8FD

**Telephone:** 028 9025 7494

**Email:** Gareth.Dillon@economy-ni.gov.uk

**Why are you processing my personal information?**

* The Department for the Economy (DfE) is obliged to communicate regarding the success of the European Social Fund (ESF) programme.
* We are collecting this information from you to publish the good work of you, your project and the ESF programme.

**What categories of personal data are you processing?**

Your ESF project will give us the following data:

* Your Unique Learner Number (ULN)
* Start Date
* End Date (If applicable)
* Your project’s name\*
* The Investment Priority you were supported under. This will be one of the following:

 Unemployed and Economically Inactive;

 Not in Employment, Education or Training (NEET);

 People with a Disability;

 NEET in families in receipt of Community Family Support

* Your story

\* Some ESF projects specifically support participants with a particular disability or those who have been through the criminal justice system. Whilst we are not asking you for details of particular disabilities or if you have been through the criminal justice system it may be unavoidably known by default.

**Where do you get my personal data from?**

* We get your information from the form that you complete with your ESF project and that is sent to us by your Project.

**Do you share my personal data with anyone else?**

* We will share your case study on the DfE website and social media accounts. We may also put links to the case study page on the DfE website in newsletters, magazines or leaflets.
* We may share your case study with the European Commission to help them publicise the European Social Fund using measures described above.

**To protect your identity, we will not use your name or any other specific data such as employer details. We will also not use your photograph / video images. The name of your ESF project will be included in the story.**

**Do you transfer my personal data to other countries?**

* Your personal data will be stored within the UK but your story will be accessible on the DfE website to people in other countries.

**How long do you keep my personal data?**

* DfE is obliged under the Common Provision Regulations to retain all data pertaining to the current ESF programme until December 2030.

**How do you use my personal data to make decisions about me?**

* Your data will not be used to make decisions about you.

**What is the lawful basis for processing personal data?**

* The lawful basis for the processing of this data is legal obligation (Article 6 of the GDPR) as it is required to comply with the legal requirements placed upon all ESF Managing Authorities by the Common Provision Regulations Articles 115-117 to communicate the successes of ESF programmes.
* The Article 9 condition for processing of special category data is Article 9(2)(g) i.e. processing is necessary for reasons of substantial public interest.
* Article 10 condition applies to processing of personal data relating to criminal convictions and offenses.

**What rights do I have?**

* You have the right to obtain confirmation that your data is being processed, and [access to your personal data](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/)
* You are entitled to have personal data [rectified if it is inaccurate or incomplete](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-rectification/)
* You have the right to [‘block’ or suppress processing](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-restrict-processing/) of personal data, in specific circumstances
* **You have rights in relation to** [**automated decision making and profiling**](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/rights-related-to-automated-decision-making-including-profiling/)

**How do I complain if I am not happy?**

**If you are unhappy with how any aspect of this privacy notice or your personal information is being processed, please contact the Department’s Data Protection Officer at:**

**Data Protection Officer:** Bernard McCaughan

**Email:** **DPO@economy-ni.gov.uk**

**Telephone number: 028 90 529256**

**If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):**

**Information Commissioner’s Office**

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>