



## Building Better Opportunities

## GDPR Update

May 2018

### Changes to data fields

This week the Managing Authority has confirmed the legal basis that they will be using to collect, store and process all of the participant data collected on the BBO programme. This will be the basis of 'Public Task', meaning that the processing is necessary for performing a task that is in the public interest or an official function and has a clear basis in law.

Alongside updating our data collection forms to be GDPR compliant, we are also making changes to the data we are collecting, either at the request of the MA or because we have decided there is no basis to collect it.

To avoid issuing two sets of forms in quick succession, and to co-ordinate the data changes between quarters, there will be a small window where Annex L does not correctly align with the data collection forms. This window (period B in our last communication) is from 25 May until 30 June.

A new version of Annex L (V9.0) will be available on 1 July. This version will align with the GDPR compliant data collection forms being issued for use from 25 May onwards.

This note explains the changes to the data fields in the collection forms and what to do with the additional data fields in the interim period from 25 May – 30 June using the current version of Annex L.

#### Annex H V10.0 – Participant entry form

**Sexual orientation** - We have removed the sexual orientation question completely. Annex L V9, due for release in July 2018, will have no data field for this data to be recorded. In the current annex L, this field can be left blank, and participants do not need to answer this question.

**Gender** – A change to the MA data schema has added 'other' as an option for this field. If any participants starting on a project in the window select this option then please wait until 1 July and record them in the V9.0 of Annex L.

**Title** - We have added an 'Mx' option to the title field based on feedback from grant holders. If any participants select this option in the window please wait until 1 July to record them in the new version of Annex L.

**The 'Cornish' question** – with the agreement of the Cornish LEP this question has been removed and no response needs to be recorded in the current Annex L. Version 9.0 of Annex L will not have a field for this data to be recorded.

**Declaration** – All references to participants providing consent for their data to be collected, stored and processed have been removed. This is not needed under the legal basis of Public Task. Signing this entry form will not constitute consent to take part in any form of evaluation of the BBO or ESF programmes.

#### Annex J V8.0 / Annex R V3.0– Participant exit form

**Policy change** – The MA has confirmed that, as BBO is an actual cost programme and payments are not dependent on results, self-declaration of results is acceptable. Annex J and R will be amended in line with this. There is a clearer relationship between the tick box options in Annex J and the fields in Annex L.

**Length of time unemployed on leaving** - The MA has asked to be able to identify participants that exit the programme as long-term unemployed. In order to determine this we need to record the length of time they have been unemployed at the point they exit your project. This data field will be in Annex L V9.0. For any participants exited as unemployed from 25 May to 30 June please do not record their data in Annex L until V9.0 is released.

#### Annex P V7.0 – Participant Exit form London

We are in discussions with the GLA about the additional data collected by projects in London. We will provide a further update as soon as this is available

#### Action for Projects

- Take note of the above changes to, and treatment of, data
- Inform your MIS provider of the changes as they will need to make changes to their systems
- Brief your partners on the upcoming changes
- Ensure new forms are rolled out to all partners and in use on 25th May. If you continue to use the old forms this could be a technical breach of the GDPR, which could lead to financial penalties being issued by the information commissioner.

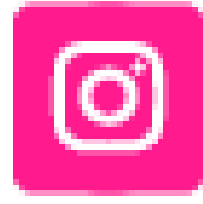
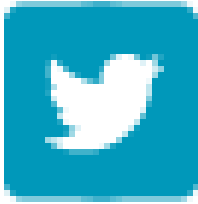
If you have any additional queries, please email us at [BBO.GDPR@biglotteryfund.org.uk](mailto:BBO.GDPR@biglotteryfund.org.uk)

Having trouble reading this email? [View it online](#)

Big Advice Line: 0345 4 10 20 30

(9am - 5pm Mon-Fri)

E: [general.enquiries@biglotteryfund.org.uk](mailto:general.enquiries@biglotteryfund.org.uk)



Don't want to receive any future newsletters or updates from The Big Lottery Fund? [Simply unsubscribe here](#)