



**Name and Address of Referring Organisation.**

**Telephone number:**

## Communities for Work Referral Form

Communities for Work (CfW) is a programme funded jointly by Welsh Government and the European Social Fund (ESF). Welsh Government will be the data controller for the information you provide on this referral form and we will process your personal information in pursuance of our public task and the official authority vested in us.

If you are ineligible for CfW, we will share this form and the information it contains about you to alternative employment support organisations to help you find employment. If you are not willing for your information to be shared, please tick here and your information will be erased from our records:

### Part A – Customer details:

<b>Full Name</b>	
<b>National Insurance Number</b>	
<b>Date of Birth</b>	
<b>Address (including post code)</b>	
<b>Contact Number</b>	

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**Part B: To be completed by the referring officer if the individual is aged between 16 and 24.**

Is the individual named above NEET? (Not in Education, Employment or Training). (Please tick as appropriate.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date last worked. (This can be self-declared by the individual being referred.)		

**Part C: To be completed by the referring officer if the individual is aged 25 or over.**

Name of Benefit in payment, or if appropriate state "none".	
Is individual Unemployed or Economically Inactive? (Please refer to completion notes.)	
Date last worked. (This can be self-declared by the person being referred.)	
If in work, number of hours worked per week, or if appropriate state "none".	

**Part D: To be completed by the referring officer.**

***I declare I am independent from CfW, have no conflict of interest with the programme and that the information provided above is correct to the best of my knowledge. I confirm I have issued the CfW privacy notice (pages 5 & 6) to the customer for information.***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Completion notes

### Part A

This should be completed by the referring officer whom should ensure the individual is aware that this form and the information it contains may be forwarded to an alternative employability programme if eligibility conditions for CfW are not satisfied.

### Part B

This should be completed by the referring officer who is already engaged with, and who is familiar with the individual's personal circumstances, benefit position, employment experience and level of educational attainment.

Is the individual named above NEET? (Not in Education, Employment or Training?)	Please tick either Yes or No as appropriate
Date last worked	<u>This date can be self-declared by the customer</u> and should be the last day worked or last day covered by a contract of employment.

### Part C

This should be completed by the referring officer who is already engaged with, and who is familiar with the individual's personal circumstances, benefit position, employment experience and level of educational attainment.

Name of Benefit received or if appropriate state "none"	Possible benefits (not exhaustive list): <ul style="list-style-type: none"><li>- Job Seekers Allowance</li><li>- Employment Support Allowance</li><li>- Income Support</li><li>- Universal Credit</li></ul>
Is individual Unemployed or Economically Inactive? (Please refer to definitions below.)	<b>Unemployed:</b> the individual is not in work, and is available for work in the next 2 weeks, and has actively sought work within the last 4 weeks.  <b>Economically Inactive:</b> not part of the labour force <b>and</b> without work, but not available for work within the next 2 weeks and has not actively sought work within the last 4 weeks. In other words not "unemployed" or "employed". Those in full time education or training are not

	“economically Inactive” for the purposes of CfW eligibility.
Date last worked	<u>This date can be self-declared by the customer</u> and should be the last day worked or last day covered by a contract of employment.
Number of hours worked per week or if appropriate state “none”	Please state the number of hours the individual works per week or an average number of hours worked per week.

**Part D**

**The referring officer must be independent of the direct management and delivery of CfW. (For clarification, DWP work coaches are independent of the CfW programme.)**

**In order for the referral to be accepted, part D must be fully completed and signed by the referring officer.**

**Privacy Notice**

**The privacy notice at pages 5 & 6 should be retained by the individual being referred.**



Llywodraeth Cymru  
Welsh Government



**Cymunedau am Waith**  
**Communities for Work**



**Cronfa Gymdeithasol Ewrop**  
**European Social Fund**

## **Communities for Work Privacy Notice – PN00000021**

Communities for Work (CfW) is a programme funded jointly by the Welsh Government and the European Social Fund (ESF). The Department for Work and Pensions (DWP), Local Authorities and Third Sector organisations, as joint beneficiaries, deliver the services of the CfW programme on behalf of the Welsh Government who will be the data controller for the personal information you provide on this enrolment form. We will process it in pursuance of our public task and the official authority vested in us, so as to enable us to contribute to the commitments made by the Welsh Government in its National Strategy, Prosperity for All. Without this information your enrolment cannot be accepted.

### **What will the Welsh Government use your information for?**

The Welsh Government will use your data for:

- Funding purposes, planning and policy development as well as monitoring programme outcomes (such as entering employment, achievement of qualifications), including those required as part of the ESF programme.
- Administration, verification and audit purposes.
- Generating statistics about the CfW programme. Any statistics published by the Welsh Government are anonymised, meaning that you as an individual cannot be identified.
- Sharing good news stories to help promote and publicise the services of CfW to encourage more enrolments to the programme.

The Welsh Government shares your data with:

- A training provider who is contracted to deliver training provision on behalf of CfW, via a contract with Welsh Government.
- An evaluation company who are contracted to undertake an evaluation of the CfW programme on behalf of Welsh Ministers, which includes how CfW services may have helped you improve your employment prospects or helped you into work. Your data will be shared with the evaluators and they may contact you to ask how CfW has helped you prepare for work or helped you into work.
- An alternative employability programme should you not be eligible for CfW support.

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## **How will Welsh Government keep my data safe?**

The data the Welsh Government collects about you will be stored in an access controlled secure database which is regularly tested for safety and integrity. The Welsh Government will have a formal data sharing agreement in place whenever we share your data with a third party.

## **What are my rights and choices?**

Under the General Data Protection Regulation (GDPR) you have the right to:

- access the personal data the Welsh Government holds on you
- require the Welsh Government to rectify inaccuracies in that data
- object to processing on grounds relating to your particular situation (in some circumstances)
- restrict processing (in some circumstances)
- have your data erased (in certain circumstances)
- lodge a complaint with the Information Commissioner's office (ICO) who is the independent regulator for data protection

## **How long will the Welsh Government keep my information?**

Welsh Government, the CfW joint beneficiaries who are the programme deliverers, and the CfW contracted providers, are required under the terms of the funding agreement, to keep your information until 31 December 2030, unless informed differently by Welsh Ministers. Your information will be securely destroyed after it is no longer required for these purposes.

## **Contacts**

For further information about the information which Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below;

Data Protection Officer  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ

[dataprotectionofficer@gov.wales](mailto:dataprotectionofficer@gov.wales)

To contact the Information Commissioner's Office, please see details below:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Wales Helpline: 02920 2067 8400 or UK Helpline: 0303 123 1113: <https://ico.org.uk/>

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