



Note on Information Provided with Transaction Lists and Financial Annexes

As part of the Application and Claims process, project sponsors provide detailed information in either the form of a Transaction List or Financial Annex concerning expenditure relating to, Salaries, Participant Costs and Dependant Care.

In order to comply with the principles of the Data Protection Act 1998, please note that Transaction Lists and Financial Annexes sent to ESEP **should not** contain information such as staff names, participant names or their dependants' names, personal bank details, or any other personal information.

Instead, Transaction Lists and Financial Annexes must use other means of reference, for example, payroll numbers or job titles referenced to staff costs or non-attributable participant reference numbers. Any personal information that is required to verify these costs will be checked by ESEP staff at an on-site visit to the project sponsor as part of agreed verification checks. Copies of this information will never be removed from a project sponsor's premises.

Any Transaction Lists or Financial Annexes which do contain names and/or personal information will be automatically rejected and deleted from ESEPs system. This may result in a delay in processing times so we would urge all project sponsors to ensure that referencing systems are put in place as soon as possible to prevent these unnecessary delays.

Should you require any further information on this please do not hesitate to contact one of our team who will be happy to provide clarification.

The Information Commissioner's Office (Scotland) is holding Data Protection Information Roadshows in November – details can be found [here](#).