

## **Fair Processing Notice – LCR Community Environment Fund Application Form**

### **Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer**

The Liverpool City Region Combined Authority ('the CA') is the 'controller' for your personal information. This means that we decide the purpose and means of how your data is used as part of the LCR Community Environment Fund application.

If you have any questions about how your information is being used you can contact the CA's Data Protection Officer at

[DPO@liverpoolcityregion-ca.gov.uk](mailto:DPO@liverpoolcityregion-ca.gov.uk)

0151 330 1679

1 Mann Island, Liverpool, L69 3HN

### **Purpose of the processing and the legal basis for the processing**

Your information is being used by the CA to process your application, and we are able to do this with your consent.

### **Description of the categories of personal data**

The categories of information being processed include your name, job role, contact details, and diversity monitoring information such as gender, disability, and ethnic origin details where supplied.

### **Any recipient or categories of recipients of the personal data**

Your information will be shared with Snap Surveys for the purposes of collecting the forms. It will also be shared with the LCR Climate Change Partnership who provide expert advice and support towards the LCR Climate Action Plan.

### **Details of transfers to third country and safeguards**

Your personal data may be transferred outside the European Economic Area (all EU Member States, plus Iceland, Norway and Liechtenstein) to the USA, where Snap Surveys also operate. We ensure that the security of your personal data is guaranteed by the EU-US Privacy Shield agreement.

### **Retention period or criteria used to determine the retention period**

Your data will be kept for a period of 12 months from the date of collection. This retention has been determined by the CA's business need.

### **The existence of each of data subject's rights**

The GDPR provides you with the following rights when it comes to your personal data:

- The right to be informed how your personal data is being processed
- The right of access to the personal data we hold about you, which includes providing copies of the information to you within one month of a request. We may charge a reasonable fee to provide this information based on our administrative costs of responding (i.e. photocopying, postage, etc.).
- The right to rectification of any incorrect or incomplete data we hold about you
- The right to erasure, also known as 'the right to be forgotten', where

- Your information is no longer required for the purpose it was collected
- You withdraw your consent
- You object to the CA processing your information (and there is no overriding legitimate interest for continuing the processing)
- The CA has breached the GDPR when processing your data
- There is a legal obligation to delete the data (such as a court order)
- The right to restrict processing, which limits what the CA can do with your information
- The right to data portability, where any automated processing of your information based on your consent or as part of a contract is made available for your reuse
- The right to object to direct marketing or any processing based on the performance of a task in the public interest/exercise of official authority or for the purposes of scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling, where a decision made by a computer has a legal or significant effect on you.

### **The right to withdraw consent at any time**

As our legal basis for processing your personal data is your consent, you have the right to withdraw this at any time.

### **The right to lodge a complaint with a supervisory authority**

You have the right to lodge a complaint regarding the processing of your personal data to the UK's supervisory authority, the Information Commissioner, who can be reached using the details below:

The Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire SK9 5AF  
[www.ico.gov.uk](http://www.ico.gov.uk)  
0303 123 1113