

Fair Employment Charter Fair Processing Notice

The Combined Authority (CA) is the 'data controller' for your personal information. This means that we decide the purpose and means of how your data is used as part of the administration of the Fair Employment Charter.

If you have any questions about how your information is being used, you can contact the Data Protection Officer at:

DPO@liverpoolcityregion-ca.gov.uk

0151 330 1679

1 Mann Island, Liverpool, L69 3HN

Your information is being used by the Combined Authority to administer the Fair Employment Charter to process your application and we are able to do as part of our devolved official authority.

The categories of information being processed include the name of your organisation, the nature of your Organisation's business, the number of employees including the number of employees who live in the Liverpool City Region contact name, Business address, postcode, contact telephone number, email address, supporting information for each of the 4 principles Fair, Healthy, Just, Inclusive and signature.

Your information may be shared with other partners such as advisory panels for the purposes of administration of the charter.

For online submissions details are securely stored and under strict access control. Your application form and supporting evidence is retained for 90 days and then automatically deleted. Your contact data will be kept for as long as your Organisation is part of the Fair Employment Charter from the date of application. Should you choose to leave the Fair Employment Charter or the LCRCA withdraw your charter status then your data will be deleted within 30 days of notification in writing. This retention has been determined by the Combined Authority business need.

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 (ie 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 Combined Authority processing your information (and there is no overriding legitimate interest for continuing the processing);
 - The Combined Authority 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 Combined Authority 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.

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
0303 123 1113

The Combined Authority is required to process your information in accordance with the Fair Employment Charter Terms and Conditions. Failure to provide the data would lead to the inability for the Combined Authority to process your application and participation in the Fair Employment Charter.