

## **Fair Processing Notice – Be More Brokerage**

### **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 Be More Brokerage programme.

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 provide the Be More Brokerage programme, and we are able to do this as part of our official authority vested in us by our devolved powers from central Government.

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

For learners, the categories of information being processed include, where applicable, your

- name
- postal address
- email address
- telephone number
- date of birth
- photograph
- gender
- National Insurance number
- residency status
- employment status
- learning record
- Unique Learner Number reference number(s)

The CA will also process the name and correspondence details of the employer/placement provider’s contact member of staff.

Where applicable, we also process some ‘special categories’ of your personal data, such as information related to any additional needs, disability or learning difficulty that you may have, and your ethnicity for equal opportunities monitoring.

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

Your information may be shared with other organisations (e.g. Awarding Bodies, BEIS, LEP and other key Government Agencies such as the ESFA and ESF etc.) for administrative, statistical and research purposes and to monitor progress of participants.

The information shared will be anonymised unless personal data is specifically required.

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

Your data will be kept for a period of six years from the end of the Be More Brokerage Project, which is scheduled to be March 2022. This retention has been determined by the Limitation Act 1980.

## **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 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