

## **Fair Processing Notice – CA Website Enquiry**

### **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 in order to resolve your enquiry and/or signing up to our mailing list.

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 respond to your enquiry, and we are able to do this as part of the exercise of official authority vested in the CA.

In the case of our mailing list, our legal basis for processing your data is your consent.

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

The categories of information being processed include your name, email address, Liverpool City Region local authority and any details provided by you in relation to your enquiry. We do not anticipate this will include any special category (sensitive) personal data.

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

If your enquiry relates to a third party organisation, your information may be shared with them (where appropriate) for the purposes of responding to your enquiry.

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

For enquiries, your data will be kept for duration of the current Metro Mayor’s time in office from the date of receipt. This retention has been determined by the CA’s business need to respond to any similar or related enquiries during the Metro Mayor’s term.

If you have signed up for our mailing list, your details will be kept until you unsubscribe.

## **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 Merseytravel processing your information (and there is no overriding legitimate interest for continuing the processing)
  - Merseytravel 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 Merseytravel 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 for our mailing list is your consent, you have the right to withdraw this at any time. To do so, either click the 'unsubscribe' link in our mailing or contact the DPO.

## **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