

Fair Processing Notice - Digital Inclusion Community Hub Survey/Case Study

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 (LCRCA) and QRS are 'controllers' for your personal information. This means that we decide the purpose and means of how your data is used as part of undertaking research to help inform policy decisions.

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

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 Liverpool City Region Combined Authority to help us gather general opinion and understand the impact that the Digital Inclusion Community Hubs have had on the individuals involved. Your information will also be utilised to increase our understanding of digital use across the region and help us to make informed decisions about access and skills support. We are able to do this with your consent.

Description of the categories of personal data

The categories of information being processed include name, postcode and age.

The other categories of information will be used for analytical purposes only allowing us to ensure we get the view of a wide cross section of the public.

The CA will also process the name and correspondence details of the Community Hub's contact member of staff.

Any recipient or categories of recipients of the personal data

Your information will be collated by Snap Surveys for the purposes of conducting the survey.

You will be given the option of allowing the CA to share your information with third parties relevant to your case study.

Details of transfers to third country and safeguards [where applicable]

Your personal data will not be transferred outside of the EEA at any point.

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 survey close. This retention has been determined by Liverpool City Region's business needs.

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 LCRCA processing your information (and there is no overriding legitimate interest for continuing the processing)
 - The LCRCA 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 LCRCA 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 0303 123 1113