

Fair Processing Notice – Community Suppliers Network

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 recruitment form.

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

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 enable you to join the Community Suppliers Network. We are able to do this with your consent.

Description of the categories of personal data & sensitive data

The categories of information being processed include personal and contact details, details of the scope of your work and 'special category' demographic data. 'Special category' demographic data is being collected both to monitor the representativeness of the Community Suppliers Network and for targeting opportunities to relevant members.

Any recipient or categories of recipients of the personal data

Your information will be shared with Snap Surveys for the purposes of conducting the survey.

Your information will be added to the Community Suppliers Network, and therefore will be available to CA, trusted partners (such as Local Authorities) and other members of the Community Suppliers Network.

Details of transfers to third country and safeguards

Your personal data will not be transferred outside the United Kingdom, unless permitted by Law, and the destination country has been recognised as adequate by the UK government in accordance with Article 45 UK GDPR or section 74 of the DPA 2018

Retention period or criteria used to determine the retention period

Your data will be kept until you ask for it to be withdrawn. This retention has been determined by the CA's business need.

The existence of each of data subject's rights

The UK 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
0303 123 1113