

Fair Processing Notice – Business Skills Survey

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 this Business Skills survey.

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 help us understand what skills training is needed within the region to help us recovery after the pandemic. 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 your organisation name, email address, overview of staff, locations of workplaces, sector classification, length of time trading and questions relating to skill needs. This information will be used to help us tailor skills training offered. We will only contact you regarding these matters where you have consent with your interest to be contacted regarding these and have supplied an email address to do so.

At the end of the survey you will be offered to opportunity to sign up to the CA's Customer Relationship Management (CRM) system. Any contact would be to provide you with information about and other opportunities to get involved in the work of CA. If you agree to sign up to the CRM along with the contact details provided, we will also add any demographic data shared already in the survey, such as disability status, age and gender, working status, and local authority area.

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 and The Growth Platform who have requested the survey.

Details of transfers to third country and safeguards

Your personal data will not be transferred outside the European Economic Area (all EU Member States, plus Iceland, Norway and Liechtenstein).

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 collection, unless you give us your permission to add your details to our contact database (CRM)

system), in which case your data will be kept until you ask for it to be removed. This retention has been determined by the CA's business need.

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 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