

Privacy Notice – Culture International Grants

<p>Introduction</p>	<p>West Midlands Combined Authority (WMCA) is responsible for the International Fund, which aims to provide grants to organisations and individuals to develop international partnerships.</p> <p>To deliver the programme WMCA has partnered with the British Council, and together we will administer applications for grant funding.</p>
<p>Who is collecting your personal data?</p>	<p>To consider and administer your application for grant funding your personal data will be processed.</p> <p>WMCA is responsible for any personal data you provide to us. For this data we are the Data Controller (please find our contact details below). We recognise this information is important to you, and we will only use it fairly, correctly, and safely in line with the UK's data protection laws.</p>
<p>Your personal data – what is it?</p>	<p>Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of data is governed by the Data Protection Act 2018.</p>
<p>How do we process your personal data?</p>	<p>WMCA complies with its obligations under the Data Protection Act by:</p> <ul style="list-style-type: none"> • Only collecting from you what we are lawfully permitted to • Only using information, we collect in a lawful and fair manner • Being open with you about how we use your information and who we share it with

	<ul style="list-style-type: none"> • Keeping personal data up to date • Storing and destroying it securely • Not collecting or retaining excessive amounts of data • Protecting personal data from loss, misuse, unauthorised access, and disclosure • Ensuring that appropriate technical measures are in place to protect personal data • Ensuring your privacy is lawfully protected, and • Adopting and maintaining high standards in handling any personal information.
Why we need your personal data	<ul style="list-style-type: none"> • To process your application for funding. • To assess your eligibility for funding. • To provide the services we offer as part of the International Fund program. • To monitor the delivery of the service. • Subject to your consent, provide you with details of other WMCA projects and services.
What information will we collect?	<p>We may require from you the following categories of information:</p> <ul style="list-style-type: none"> • Your name. • Contact number. • Postal address. • Email address. • Date of Birth. • Your employment status and earnings. • Your bank account details. • Equality monitoring data. • Your views and comments on the services provided to you.
Ways in which we will collect information	<p>We may collect information from you via:</p> <ul style="list-style-type: none"> • Through our online application process. • Website forms.

	<ul style="list-style-type: none"> • Email communications. • Telephone. • Face to face.
How the law allows us to use your information?	<ul style="list-style-type: none"> • There is a contractual agreement to consider grant funding and if eligible, provide you grant funding. • You have consented to undertake evaluation feedback. • You have consented to receive communications about other WMCA services, products, and projects. • Where WMCA have responsibilities to perform a task in the public interest or is exercising an official function which has a clear basis in law.
Who do we share your information with	<p>We will only share information that is necessary and permitted under the Data Protection Act 2018. Any information shared will be proportionate and limited only to what is necessary.</p> <p>To assess your application, we will share its content with the British Council who will help us in considering your application for grant funding.</p> <p>Additionally, we use Good Grants to provide an online grants application portal. Good Grants provide their service to us under the terms of a contractual agreement and are a Data Processor for WMCA.</p> <p>We will not share your information with anyone else except:</p> <ol style="list-style-type: none"> a) Where we have your permission. b) Where required for any services we are providing you. c) If permitted to share by data protection legislation. <p>Sharing will only take place under strict contractual agreements and/or sharing agreements.</p>
How long do we keep your personal information?	<p>In accordance with WMCA Data Retention and Disposal Policy your data will be kept for a controlled limited period and no longer than it is necessary.</p>
What you can do with your information?	<p>You as the Data Subject, have the following rights, subject to conditions set out in the Data Protection Act 2018.</p>

	Rights	Description
	<p>Access – You have a right to get access to the personal information we hold about you</p>	<p>If you would like a copy of the personal information, we hold about you please contact us at: Email: Information.officer@wmca.org.uk Address: Data Protection Officer, 16 Summer Lane, Birmingham, B19 3SD</p>
	<p>Rectification – You have a right to rectification of inaccurate personal information and to update incomplete personal information</p>	<p>If you believe that any information that we hold about you is inaccurate, you have a right to request that we restrict the processing of that information and rectify the inaccurate personal information.</p> <p>Please note that if you request us to restrict processing your information, we may have to suspend any services we provide to you.</p>
	<p>Erasure – You have a right to request that we delete your personal information</p>	<p>You may request that we delete your personal information if you believe that:</p> <ul style="list-style-type: none"> • we no longer need to process your information for the purposes for which it was provided; • we have requested your permission to process your personal information and you wish to withdraw your consent; or • we are not using your information in a lawful manner. <p>Please note that if you request us to restrict processing your information, we may have to suspend the services we provide to you</p>
	<p>Restriction – You have a right to request us to restrict the processing of your personal information</p>	<p>You may request us to restrict processing your personal information if you believe that:</p> <ul style="list-style-type: none"> • any of the information that we hold about you is inaccurate;

		<ul style="list-style-type: none"> • we no longer need to process your information for the purposes for which it was provided, but you require the information to establish, exercise or defend legal claims; or • we are not using your information in a lawful manner. <p>Please note that if you request us to restrict processing your information, we may have to suspend the services we provide to you.</p>
	<p>Portability – You have a right to data portability</p>	<p>Where we have requested your permission to process your personal information or you have provided us with information for the purposes of entering into a contract with us, you have a right to receive the personal information you provided to us in a portable format</p>
	<p>Objection – You have a right to object to the processing of your personal information</p>	<p>You have a right to object to us processing your personal information (and to request us to restrict processing) unless we can demonstrate compelling and legitimate grounds for the processing, which may override your own interests, or where we need to process your information to investigate and protect us or others from legal claims.</p> <p>Please note that if you request us to restrict processing your information, we may have to suspend the services we provide to you</p>
	<p>Withdraw consent – You have a right to withdraw your consent</p>	<p>Where we rely on your permission to process your personal information, you have a right to withdraw your consent at any time.</p> <p>We will always make it clear where we need your permission to undertake specific processing activities</p>
	<p>Lodge complaints – You have a right to lodge a complaint with the regulator.</p>	<p>If you wish to raise a complaint on how we have handled your personal information, you can contact</p>

		<p>our Data Protection Officer who will investigate the matter.</p> <p>We hope that we can address any concerns you may have, but if you remain unhappy you can contact the Information Commissioner's Office (ICO). For more information, visit: ico.org.uk</p>
<p>How to contact us</p>	<p>For further details on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you please contact Information.officer@wmca.org.uk or contact the Data Protection Officer at:</p> <p>Data Protection Officer West Midlands Combined Authority 16 Summer Lane, Birmingham, B19 3SD</p>	
<p>Main Privacy Notice</p>	<p>Read our main Privacy Notice</p>	