

Privacy Notice – Circular Literacy.

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| <p>Introduction</p> | <p>West Midlands Combined Authority (WMCA) deliver the Circular Literacy programme.</p> <p>We are committed to protecting and respecting your privacy when providing our services to you.</p> <p>This privacy notice sets out how WMCA processes your personal data. It applies to personal data we collect from you and personal data which is passed to us by third parties.</p> |
| <p>Who is collecting your personal data?</p> | <p>WMCA is responsible for any personal data we process to deliver Circular Literacy and post-delivery assessments. For this data we are the Data Controller in terms of the Data Protection Act 2018. This means we will decide how your personal data is created, collected, used, shared, stored, and deleted (processed). Please find our contact details below.</p> <p>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. • keeping personal data up to date. |

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| | <ul style="list-style-type: none"> • 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. |
| Why we need your personal data | <ul style="list-style-type: none"> • To assess your eligibility for the programme • To provide you with Circular Literacy. • To monitor the delivery of the service. • To undertake post-delivery assessments and surveys. • 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. • Email address. • Details of your employer. • Your job title. • Details about the delivery of the programme and results achieved. • 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"> • The delivery of Circular Literacy to you. • Website forms. • Email communications. • Telephone. • Face to face. • Surveys. |

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| <p>How the law allows us to use your information?</p> | <ul style="list-style-type: none"> • There is a contractual agreement to provide you Circular Literacy. • 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. • You have consented to receive communications about other WMCA services, products and projects. |
| <p>Who do we share your information with</p> | <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>We will not share your information with anyone except:</p> <ol style="list-style-type: none"> a) Where we have your permission. b) Where required for the delivery of 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> |
| <p>What we will do with your information</p> | <p>When deciding what personal information to collect, use and hold, we are committed to making sure that we:</p> <ul style="list-style-type: none"> • Only collect, hold and use personal information where it is necessary and fair to do so. • Keep your personal information secure and safe. • Securely dispose of any personal information when it is no longer needed. • Be open with you about how we use your information and who we share it with. • Adopt and maintain high standards in handling any personal information. |
| <p>How long do we keep your personal information?</p> | <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> |
| <p>What you can do with your information?</p> | <p>You as the Data Subject, have the following rights, subject to conditions set out in the Data Protection Act 2018.</p> |

| | Rights | Description |
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| | Access – You have a right to get access to the personal information we hold about you | 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 |
| | Rectification – You have a right to rectification of inaccurate personal information and to update incomplete personal information | 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. Please note that if you request us to restrict processing your information, we may have to suspend any services we provide to you. |
| | Erasure – You have a right to request that we delete your personal information | You may request that we delete your personal information if you believe that: <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. Please note that if you request us to restrict processing your information, we may have to suspend the services we provide to you |
| | Restriction – You have a right to request us to restrict the processing of your personal information | You may request us to restrict processing your personal information if you believe that: <ul style="list-style-type: none"> • any of the information that we hold about you is inaccurate; |

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| | | <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> |

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| | | <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> | |
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