

Privacy Policy

Last Updated: 5th May 2020

This privacy policy sets out how The Greater Birmingham and Solihull Local Enterprise Partnership Limited (“Greater Birmingham and Solihull LEP”) uses and protects any information that you provide to Greater Birmingham and Solihull LEP and its delivery partners.

Greater Birmingham and Solihull LEP undertakes a variety of activities including the provision of a Growth Hub, the development of Local Industrial Strategy and the management of funds to support Local Growth and Development. Although Greater Birmingham and Solihull LEP may operate separate web sites to allow the delivery of appropriate support to our Stakeholders, all activities follow and adhere to the same Privacy Policy.

A separate privacy policy is available for directors, employees and prospective employees. Please contact the HR team for further information.

Data Controller and Data Processor

As Data Controller and Data Processor, Greater Birmingham and Solihull LEP is responsible for ensuring that all data, including any Personal Data, that it holds is accurate and, where necessary, kept up to date.

Greater Birmingham and Solihull LEP will ensure that individuals have access rights to their data as required by the General Data Protection Regulation (2016/679) and Data Protection Act 2018.

As the Data Controller, Greater Birmingham and Solihull LEP’s Data Protection Officer oversees the use of data within the LEP and has the right to enforce any legal requirements contained within the General Data Protection Regulation (2016/679) and Data Protection Act 2018.

Use and Storage of Data

In accordance with Article 5(2) of the General Data Protection Regulations, Greater Birmingham and Solihull LEP adheres to the following principles when storing and processing data:

- Data is collected for specified, explicit and legitimate purposes and will not be processed in a manner that is incompatible with the original purpose(s) for which the data was collected.
- Data is stored and processed lawfully, fairly, and in a transparent manner, in relation to individuals.
- Greater Birmingham and Solihull LEP uses appropriate technical or organisational measures to ensure that there is appropriate security in place for any personal data; this includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.
- The data Greater Birmingham and Solihull LEP collects is as accurate as possible and, where necessary, kept up to date.

- Data is kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.
- All reasonable steps are taken to ensure that inaccurate personal data is erased or rectified without delay.
- Data may be used for further processing and archiving purposes in the public interest, or for scientific, historical research or statistical purposes.
- Personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research and/or statistical purposes, subject to implementation of the appropriate technical and organisational measures, required by the GDPR, in order to safeguard the rights and freedoms of individuals.

Personal Data Collected

Greater Birmingham and Solihull LEP has contracts with Government Departments to deliver a range of business support programmes and grant schemes, several of which are delivered in partnership with other organisations and Local Authorities.

As part of the operation of these programmes/schemes, Greater Birmingham and Solihull LEP processes personal data according to the following lawful basis:

Article 6(1)(e) of the General Data Protection Regulation “Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”.

The lawful basis for controlling or processing ‘special category’ data is:

Article 9(2)(g) of the General Data Protection Regulation “Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide suitable and specific measures to safeguard the fundamental rights and the interests of the data subject”.

Depending on the nature of activities or support provided by Greater Birmingham and Solihull LEP and its delivery partners, the following information may be collected and may be shared with delivery partners and Government Departments for the purposes of reporting and monitoring:

1. name of contact
2. job role
3. company name (legal and trading)
4. business sector/activity/SIC code
5. location/address/relevant local authority
6. email address
7. public IP address
8. phone number (including mobile)
9. fax number
10. date and time of enquiry
11. business status
12. business ownership

13. business size
14. business turnover
15. staffing numbers (including apprentices)
16. business Companies House registration number, VAT registration number, PAYE registration number
17. date of incorporation
18. start date of trading
19. financial information (historic, current and forecasts) required for assessment of business support
20. enquiry source
21. reason for contacting the partner
22. outcome of any advice given
23. details relating to the support given and/or provided
24. correspondence with businesses/individuals related to business support services
25. ethnicity
26. disability
27. gender
28. age
29. labour market status
30. pay details

Information Being Shared

As part of the operation of Greater Birmingham and Solihull LEP's business support programmes and grant schemes, CRM Systems and solutions are used by the Greater Birmingham and Solihull LEP to enable business support and delivery partners across The Greater Birmingham and Solihull LEP Geographical Area to:

- facilitate the delivery, coordination and management of business support services to customers (Individuals, Small and Medium-sized Enterprises (SMEs) as well as Large Companies) across the counties of The Greater Birmingham and Solihull LEP Geographical Area;
- provide support to inward investment opportunities in line with the objectives outlined in the The Greater Birmingham and Solihull LEP Geographical Area Economic Strategy;
- contact customers about business support services that can be accessed through the Greater Birmingham and Solihull Growth Hub (delivered by a partnership of organisations in conjunction with the Greater Birmingham and Solihull LEP).

Your details will be used to support research and evaluation activities, with Greater Birmingham and Solihull LEP sharing all, or some of, your personal data with organisations to undertake independent external audits and evaluations of activities, to assess the effectiveness of the support provided, as well as ensuring that U.K. and E.U. law, rules and regulations have been fully complied with. Such organisations may be appointed by Greater Birmingham and Solihull LEP and/or the Ministry of Housing and Local Government; the Department for Businesses, Energy and Industrial Strategy; other Government Departments and/or the European Commission.

Greater Birmingham and Solihull LEP will not give any personal data to any other organisation(s) unless required for the purpose of audit and/or evaluation. In such

circumstances, where possible, Greater Birmingham and Solihull LEP will remove the details that might identify individuals personally and will instruct the organisations undertaking the audit and/or evaluation not to use the data to contact individuals for any reasons unconnected with the audit and/or evaluation process.

Freedom of Information Act 2000

As a Company Limited by Guarantee, Greater Birmingham and Solihull LEP are not formally subject to the Freedom of Information Act 2000. However, Greater Birmingham and Solihull LEP recognises the importance of accountability and transparency and voluntarily adheres to this legislation, responding to Freedom of Information requests in the same way as organisations which are formally bound by the legislation and always seek to make information available wherever possible.

Withdrawal of Individual's rights

Under Article 6(1)(e) and Article 9(2)(g) of the General Data Protection Regulation, participants in Greater Birmingham and Solihull LEP's business support programmes and grant schemes are unable to claim the following rights in terms of personal data:

- the right to erasure ("right to be forgotten")
- the right to portability of their data.

However, the data collected is your personal data, and you have the right, subject to lawful data requirements:

- to see what data Greater Birmingham and Solihull LEP have about you
- to ask for your data to stop being used
- to ask for your data to be deleted, or to correct your data if there is no longer a justification to process it
- to lodge a complaint with the independent Information Commissioner (ICO) if you think that Greater Birmingham and Solihull LEP are not handling your data fairly or in accordance with the law.

Data Retention

Contracts with several Government Departments, including contracts with the Ministry of Housing and Local Government, and the Department for Business, Energy and Industrial Strategy, stipulate that data and evidence must be kept for a specified period after support has been provided by Greater Birmingham and Solihull LEP and its partners. In the case of one of these contracts, data and evidence must be kept until the end of the year 2036.

Destruction of Information

In accordance with the General Data Protection Regulation (2016/679) and Data Protection Act 2018, any data no longer required for the purposes that it was held for will be destroyed. This means that Greater Birmingham and Solihull LEP will destroy all hard copy and electronically stored information using secure methods that comply with all data protection regulations in force at the time of destruction.

Data Breaches

In the case of a data security breach, Greater Birmingham and Solihull LEP will immediately take steps to contain the breach. Where a serious breach is encountered, Greater Birmingham and Solihull LEP, as Data Controller, will notify the Information Commissioner's Office and launch an investigation to establish the reasons behind the breach. Greater Birmingham and Solihull LEP is permitted to take all reasonable corrective steps as resulting from a security breach, including

suspending use of any systems and/or withholding joint working with delivery partners.

Automated decision making

Greater Birmingham and Solihull LEP does not currently use personal data to undertake automated decision making.

Greater Birmingham and Solihull LEP Contact Details

If you would like further information, please contact:

Data Protection Officer

The Greater Birmingham and Solihull Local Enterprise Partnership Limited
Baskerville House
2 Centenary Square
Broad Street
Birmingham
B1 2ND

Tel: 0121 758 5690

Email: dpo@gbslep.co.uk

Information Commissioner's Office Contact Details

The Information Commissioner's Office is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Website: www.ico.org.uk