

Privacy Notice

Productivity and Innovation Centre



Privacy Notice for the Purpose of Data Collection for European Funded Projects

Our respect for the privacy and security of your data is of great importance to Edge Hill University. All personal data is held and processed in accordance with the Data Protection Act 2018, and the General Data Protection Regulations 2016 (the GDPR). This notice should be read in conjunction with the University's Data Protection Policy and Privacy Policy which are available on request.

This notice specifically relates to personal data processed by the Productivity and Innovation Centre (PIC) in its activities as part of a European funded project.

The EU Common Provisions Regulations (CPR), and Article 6 of the European Regional Development Fund (ERDF) Regulation require the Ministry for Housing Communities and Local Government (MHCLG), as the managing authority for the programme, to monitor and evaluate ERDF-funded activities. In order to conduct monitoring and evaluation (including the summative assessment) and to ensure compliance, the collection of personal data is required.

Who is the data controller for ERDF personal data?

The MHCLG ERDF Managing Authority is the controller for all personal data required to help deliver the ERDF programme under the terms of its ERDF Funding Agreement. Edge Hill University and Lancashire County Council have become data controllers in October 2019 on signing the Lancashire Business Support Protocol with Lancashire County Council. From July 2021, Liverpool Combined Authority became data controller for the data collected for the Liverpool City Region High Growth Programme alongside MHCLG.

Who are the data processors for ERDF personal data?

The MHCLG ERDF Managing Authority, Edge Hill University, Lancashire County Council and Liverpool Combined Authority will be processing personal data in the ERDF programme according to the following lawful basis:

Article 6(1)(e) of the EU General Data Protection Regulation (GDPR)

“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 under ERDF is:

Article 9(2)(g) GDPR

“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;”

What information do we collect about you?

Depending on the nature of activities of the European funded project and the indicators listed under each activity, the following information for each direct or indirect beneficiary where these are individuals **may** be collected:

- Name, contact details such as address, postcode, telephone number and email;
- Gender;
- Age;
- Disability (special category data);

Privacy Notice

Productivity and Innovation Centre



- Ethnicity (special category data);
- Company status prior to receiving support and up to 36 months after receiving support, e.g. legal status, financial status;
- Standard Industry Classification code;
- Financial details of your company in particular annual turnover, annual balance sheet, gross profit, employment costs, and depreciation;
- Amount of state aid received in the last three financial years;
- Headcount for part- and full-time employees and gender balance at your company;
- Duration of support, e.g. how many hours you have been involved in a programme with us;
- Intensity of support e.g. actual dates of workshops and meetings;
- Biometric data, e.g. photos, voice recordings, video recordings (special category data);
- Signatures on declarations and attendance documents.

How do we use the information you provide to us?

Under the GDPR, we must meet one of the conditions set out in Article 6 for controlling and processing your data. We use the information we collect only in compliance with this privacy notice.

Your details will be used to support the ERDF programme, research and evaluation activities. Therefore, processing of your data is necessary for statutory and contractual purposes as we have a contract with MHCLG to deliver a European funded project which requires verification of:

- state aid you have received;
- outputs;
- whether your company is eligible and suitable for the project.

We also use the information to help us, Lancashire County Council, Liverpool Combined Authority and the MHCLG to report, measure and evaluate the effect the project has had on your company.

Who do we share your information with?

We share this information with the funder, MHCLG, Lancashire County Council and Liverpool Combined Authority. We are joint controllers of your information with them. The joint Controllers will need to share all or some of your personal data with their partners, and with the national evaluator of the ERDF programme. In some cases, the national evaluator, i.e. independent external contractors commissioned by MHCLG, may contact a sample of direct or indirect beneficiaries for the purpose of the National Evaluation of the programme. We do not share the information you provide to us outside of the European Economic Area (EEA) or with other parties unless there is a lawful basis to do so. This could include internal University appointed verifiers and auditors, academic and administrative staff, and Government or European Union Auditors.

How long do you keep my information?

We retain personal information that you provide us as long as we consider it potentially useful in contacting you about the services we provide, or as needed to comply with legal obligations.

We will not keep your personal data for longer than we need. As a minimum, we will retain data for two years after the closure of the 2014-2020 ERDF programme in line with the European Regional Development Fund document retention guidance to ensure the

Privacy Notice

Productivity and Innovation Centre



University meets reporting obligations and to demonstrate compliance with EU requirements.

Is my personal data secure?

We are committed to the security of the information we hold and in ensuring that only people who need to access the information can do so. Your information is held securely on the University servers, with access within the University itself restricted to authorised personnel only through the use of passwords. Personal data is transferred from Edge Hill University to other joint controllers using electronic portals and/or secure email using passwords and encryption to ensure this data is secure.

Individual's rights

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

- to see what data we have about you;
- to ask us to stop using your data;
- to ask us to delete your data, 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 we are not handling your data fairly or in accordance with the law.

ERDF participants cannot claim the following rights in terms of ERDF personal data:

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

Automated decision making

Your personal data will not be subjected to automated decision-making.

Contact Details

Should you wish to contact anyone regarding your personal data or if you have any concerns about the control, use or processing of your data, please contact:

Compliance Coordinator
E3i, Faculty of Arts and Sciences
The Tech Hub
Edge Hill University
St Helens Road
Ormskirk
L39 4QP

whitehak@edgehill.ac.uk

If you would like further information about the programme and use of your personal information by MHCLG please contact the ERDF Programme at: esif@communities.gsi.gov.uk

We may amend this privacy notice from time to time. Any significant changes to the way we treat your data will be communicated via the Edge Hill University Website or by contacting you directly through the most appropriate means.