
Our respect for the privacy and security of your data is of great importance to the E3i and Edge Hill University. All personal data is held and processed in accordance with the Data Protection Act 2018 (DPA) and the General Data Protection Act 2018 (the GDPR).

This privacy notice tells you what to expect us to do with your personal information when you take part in the Upskilling Lancashire project. This notice should be read in conjunction with the University's Data Protection Policy and Privacy Policy which are available upon request.

This notice specifically relates to personal data processed by the Upskilling Lancashire project in its activities as part of a European funded project.

What personal data do we collect about you?

When you sign-up for the Upskilling Lancashire project we collect the following information:

- Your name
- Your company name
- Contact details such as address, telephone number and email
- Equalities and diversity data
- Business information linked to your name

How do we use the information you provide to us?

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

In most cases, the processing of your data is necessary for statutory and contractual purposes as we have collected this data as you are part of an EU-funded project. We also need to process some of the data you provide to us to help us decide you are eligible and suitable for the project and to ensure your company and the University comply with our legal obligations relating to State Aid for example.

Who do we share your information with?

We will share all the data we have collected from you within the University, with the University of Central Lancashire, the Managing Authority, the funding body (the European Commission), and their agents for example auditors.

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.

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 products and services we provide, or as needed to comply with legal obligations under a funded project.

In the case of European Funded projects, data is likely to be kept until 31 December 2035. Our current Retention Policy for EU projects is available on request.

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 have access the information are able to do so. Your information is held securely on the University servers, with access restricted to authorised personnel only.

Your rights

You have the right to access and to check what personal data the University holds about you and more what it is being used for. You can request this using the University's Subject Access Request Form available from the E3i office.

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

Contact Details

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

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

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