

EDGE HILL UNIVERSITY GDPR PRIVACY NOTICE FOR MCL PROJECT



Department for
Business, Energy
& Industrial Strategy

Privacy Notice

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 sets out how we will use your personal data, and your rights.

YOUR DATA

The data

We will process the following personal data:

- Name, contact details such as address, postcode, telephone number and email;
- 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 events and meetings;
- Biometric data, e.g. photos, voice recordings, video recordings (special category data);
- Signatures on declarations and attendance documents.

Purpose

The purpose(s) for which we are processing your personal data is to provide evidence of effective and ineffective approaches to improving the uptake of new technologies within small and medium sized manufacturing business.

Legal basis of processing

The legal basis for processing your personal and sensitive personal data is:

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Legal obligation: It is necessary to comply with a legal obligation placed on us as the data controller and processor of the research project “Manufacturing Connect_Lancashire.

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 data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with the funders of the project: Innovate UK, BEIS, the partners: Manchester Metropolitan University, University of Sheffield, Government departments, auditors, project evaluators, the Lancashire Local Enterprise Partnership, and Lancashire Country Council.

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors Microsoft and Amazon Web Services.

Retention

Your personal data will be kept by Edge Hill University until the end of this research project and any subsequent research projects arising from this funding. This is likely to be up to fifteen years.

Automated decision making

Your personal data will be subject to the following automated decision making: randomisation by company name and location to establish a random control group and a random treatment group.

Where personal data has not been obtained from the data subject

Your original personal data were obtained by us from previous projects run by Edge Hill University, from partners, Alumni lists, and Due Dil and Salesforce software which we are licensed to use.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

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You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

INTERNATIONAL TRANSFERS

As your personal data is stored on our IT infrastructure, and shared with our data processors Microsoft and Amazon Web Services it may be transferred and stored securely outside the European Economic Area. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

CONTACT DETAILS

The data controller for your personal data is the Department for Business, Energy & Industrial Strategy (BEIS). You can contact the BEIS Data Protection Officer at:

BEIS Data Protection Officer
Department for Business, Energy and Industrial Strategy
1 Victoria Street
London
SW1H 0ET

Email: dataprotection@beis.gov.uk

Should you wish to contact anyone regarding the processing of your personal data held at Edge Hill University, 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

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane

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Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.