

Growth Platform Recovery Grant Privacy Notice

The following Privacy Notice is for clients interested in the Recovery Grant support, which is funded by the European Regional Development Fund (ERDF).

Identity and contact details Data Controller

The EU Common Provisions Regulations (CPR) and Article 6 of the ERDF Regulation require the Ministry of Housing, Communities and Local Government (MHCLG) to monitor and evaluate ERDF funded activities. MHCLG is the Data Controller in respect of information processed for your participation in the ERDF programme. Growth Platform is the Data Processor acting on their behalf.

Ministry of Housing, Communities and Local Government Data Controller
Dclgkia@icasework.fcso.gsi.gov.uk
030 3444 0000

Contact Details of the Data Protection Officer

If you have concerns regarding the way in which Growth Platform is processing your personal data, please contact the Growth Platform Data Controller at:

Tony Wade
Growth Platform
12th Floor
1 Mann Island
Liverpool
L3 1BP

Tony.wade@growthplatform.org

What personal information do we collect about you?

In addition to information about your business we will also collect the following data to allow us to contact you in relation to your Recovery Grant project.

- Main contact name
- Main contact position in the organisation
- Office and mobile phone numbers of the main contact
- Email address of the main contact

How we obtain the information and why we have it

The personal information we process is provided to us directly by you when you contact us for further information on or apply for Recovery Grant funding.

Under the General Data Protection Regulation (GDPR), the lawful bases for processing personal data falls into one of two categories. For those individuals representing themselves or an organisation with whom we have, or are working to establish, a contractual relationship or equivalent, the legal basis will be that of a 'contract'. The EU Common Provisions Regulations (CPR) require MHCLG, as the managing authority for the programme to monitor and evaluate ERDF funded activities. In order to conduct monitoring and evaluation individual participant data is required.

All other data is collected on the legal basis of 'Legitimate Interest' in that we believe there to be a commercial, individual or social benefit to be gained for the processing of the data either for ourselves or for you.

How will your information be used?

The information you share with us will be used by Growth Platform, programme partners, selected service providers and funders (e.g. the Liverpool City Region Combined Authority (CA), local authorities, MHCLG, and the Department for Business, Energy and Industrial Strategy (BEIS), Local Growth Hub partners) to process your applications, record support provided, for reporting purposes and for subsequent evaluations of the programme.

We do not share your information for marketing purposes with any other organisation. However, we will occasionally inform you of services that can help your business grow. As a Liverpool City Region (LCR) business or stakeholder, we have deemed that you have a legitimate interest in hearing about these services.

How we store your information

Your information is securely stored both electronically on a central database with two-factor authentication user log in and hard copy paper form in a secure filing system at Growth Platform.

We are required by ERDF regulations to retain programme documentation, including your information for 10 years after the last aid is granted under the scheme. This may not be granted until 2023 meaning that we will need to retain your information and associated grant documentation until at least December 2033.

How you receive and send your documents

We will send and receive your application form, Grant Funding Agreement and De Minimis letter via [Signable](#) our electronic signature provider.

Your data protection rights

Under data protection law, you have rights including:

- Your right of access - you have the right to ask us for copies of your personal information
- Your right to rectification - you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete
- Your right to erasure - you have the right to ask us to erase your personal information in certain circumstances
- Your right to restriction of processing - you have the right to ask us to restrict the processing of your information in certain circumstances
- Your right to object to processing - you have the right to object to the processing of your personal data in certain circumstances
- Your right to data portability - you have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you
- Please contact us at Growth Platform, 12th Floor, 1 Mann Island, Liverpool, L3 1BP if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113