

For the purposes of the Data Protection Act 2018, the ‘controller’ of the personal data which you provide in the application to the UK Community Renewal Fund is the West Yorkshire Combined Authority (“The Combined Authority”, “we”, “us”) of Wellington House, 40-50 Wellington St, Leeds LS1 2DE (tel: 0113 251 7272) who are the responsible statutory body for the Leeds City Region Enterprise Partnership (“LEP”) and WY Metro. The Combined Authority is registered with the Information Commissioner’s Office with registration number ZA051694. The Ministry of Housing, Communities and Local Government (MHCLG) is a ‘joint data controller’ of the personal data and is registered with the Information Commissioner’s Office with registration number Z7123035.

The Combined Authority is collecting data provided by applicants and will process it for the purpose of running a local bidding process of applications to the UK Community Renewal Fund. This includes processing applications to form a shortlist for submission to Government to the UK Community Renewal Fund.

The Combined Authority will share this data with The Ministry of Housing, Communities & Local Government (MHCLG) for the purpose of processing bids to the UK Community Renewal Fund and so that MHCLG can contact you regarding your bid and for monitoring purposes.

We will not share your information with any other organisation or third party other than those named above. There may be other circumstances in which we may share or use certain information about you, which are:

1. if we have a legal obligation to do so or if we are required or requested to do so by a competent authority such as the police or a court;
2. if we need to use or disclose your information to obtain legal advice or in connection with legal proceedings;
3. if we need to share your information to protect your vital interests if you are unable to give us consent or it is unreasonable for us to ask for your consent in the circumstances (e.g. if you are injured).

If your bid is successful we will retain your information for the duration of its necessity for the UK Community Renewal Fund's contracting and monitoring process and on the expiration of such period, we will safely delete it. Should your bid be unsuccessful, we will erase your personal data in a timely manner. This is in accordance with our information retention policy.

Information provided to the Combined Authority will be processed under

Article 6(1)(b) of the UK GDPR which states that processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering a contract.

Article 6(1)(e) of the UK GDPR which states that processing is necessary for the purposes of a task carried out in the public interest or in the exercise of official authority vested in the controller

As a data subject you have a number of rights under the DPA. These include the right to access the information which we hold about you. In some cases you may have a right to have your personal data rectified, erased or restricted, and to object to certain use of your data.

This would not affect the legality of what we do with your personal data before you make such a request and would not stop us from continuing to use your data to the extent that we do not require your consent. It would stop us from further using data for purposes which require your consent (e.g. marketing).

If you are unsatisfied with the manner in which we collect or handle your personal data you have a right to make a complaint to the Information Commissioner's Office. Information about how to make complaints can be found on the ICO's website at <https://ico.org.uk>

For further information, or to contact us to make a request, please visit <https://www.westyorks-ca.gov.uk/contact/>.

The Combined Authority's Data Protection Officer can be contacted at RBrookesDPO@westyorks-ca.gov.uk