

## LIVERPOOL CITY REGION PRODUCTION FUND

### PRIVACY NOTICE

#### Who is the Data Controller for the data I provide?

Liverpool City Council is the data controller in relation to the personal data you provide.

#### Why are you collecting and processing my data?

We need to collect and process certain personal data from you as part of your application for funding from the Liverpool City Region Production Fund in order to:

- process and assess your application for funding;
- create statistical information for reporting purposes;
- process the relevant funding agreement with you (where applicable);
- prepare interim and end of project reports and/or evaluations;
- develop case studies for publication on Liverpool Film Office website;
- publish information regarding any awards made to you on the Liverpool Film Office website and more widely;
- invite you to attend fund-related events.

#### What is the legal basis for collecting and processing this data?

The legal basis for collecting and processing your data is:

- GDPR Articles 6(1)(a) and 9(2)(a) with your explicit consent;
- Article 6(1)(b) is necessary in the performance of a contract or the intention to enter into a contract;
- Article 6(1)(c) processing is necessary for the compliance of a legal obligation to which to controller is subject;
- Article 6 (1) (e) 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.

#### Who do you share my data with and why?

We may share your data with:

- external third parties (under service provision contracts with Liverpool City Council) for assessment purposes. e.g. external assessors, investment advisory panel members;

- our funding partner Liverpool City Region Combined Authority for reporting purposes. Such data may subsequently be shared with the relevant central or local government department or agency or the Liverpool City Region Local Enterprise Partnership (LEP) subject always to UK Data Protection Legislation, (meaning all applicable data protection and privacy legislation in force from time to time in the UK including the General Data Protection Regulation ((EU) 2016/679), the Data Protection Act 2018, the Privacy and Electronic Communications Directive 2002/58/EC (as updated by Directive 2009/136/EC) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended);
- external research agencies (under service provision contracts with Liverpool City Council ) for research and evaluation purposes. e.g. interim and end of project reports;

As we are required by law to protect the public funds we administer, we may share information provided to us with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

In so far as it is not considered to be exempt, we may also share your data in response to requests received by Liverpool City Council under Freedom of Information Act 2000, either subject to or without prior consultation with you at Liverpool City Council's sole discretion.

#### **For how long will you retain my data?**

We will retain:

- successful funding application(s) and supporting information (including assessments and personal data) for the project period (to 31<sup>st</sup> March 2021) and to comply with financial and state aid regulations for a period up to 10 years. Following the expiry of this timescale, the said information will be securely disposed of.
- unsuccessful, withdrawn or ineligible funding application(s) and supporting information (including assessments and personal data) for the project period (to 31<sup>st</sup> March 2021). Following the expiry of this timescale, the said information will be securely disposed of.

#### **How will my information be stored?**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

#### **Will this information be used to make automated decisions about me?**

No.

**Will my data be transferred abroad and why?**

No.

**What rights do I have when it comes to my data?**

You have a number of rights that are set out on the [How to access your data page of this section](#).

**Where can I get advice?**

View our [Help and advice page](#) for more information.