

ScaleUp 360 - Business Contact Privacy Notice

Introduction

East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) is a partner in the delivery of ScaleUp 360, a three-year initiative led by Sheffield Hallam University, also in partnership with The Business Village @BarnsleyBIC and Doncaster Chamber of Commerce. The aim of the project is to deliver business support to eligible entrepreneurs and start-up businesses in the Sheffield City Region ("SCR").

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 govern the way that organisations use personal data. Personal data is information relating to an identifiable living individual.

Transparency is a key element of the Data Protection Legislation and this Privacy Notice is designed to inform you:

- how and why East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) uses your personal data,
- what your rights are under GDPR, and,
- how to contact us so that you can exercise those rights.
- Who we share your data with?

This Privacy Notice is for businesses and other organisations engaging with East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) under the ScaleUp 360 project.

Data Subject Rights

One of the aims of the Data Protection Regulation is to empower individuals and give them control over their personal data. The regulation gives you the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

For more information about these rights please see [here](#) and the Contact Us section at the end of this Privacy Notice.

Why are we processing your personal data?

It is a contractual obligation for East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) to process your personal data in order to fulfil the requirements of our

European Region Development Fund (ERDF) Funding Agreement with the Ministry of Housing, Communities and Local Government:

- To provide evidence of delivery and outputs; maintain records for audit; produce reports and funding claims for the managing authority, ERDF, project partners and public bodies.
- To monitor, review and evaluate the quality, standards and effectiveness of our service delivery against programme objectives and contractual targets.

There are also several legitimate business purposes for which East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) processes your data:

- To plan, deliver and review our services and facilities
- To provide you with information and updates about our services, facilities, and engagement opportunities
- To monitor and manage Internet use

We may also ask for your consent to use your personal data for other purposes. You will be given additional information for each purpose and have the right to withdraw your consent at any time.

Where we process sensitive personal data, we will rely on the conditions in Article 9 of the GDPR: explicit consent, vital interests, legal claims, substantial public interest, occupational medicine, archiving/research.

Which Personal Data do we Collect and Use?

In order to provide our services, we need to collect and use your personal data. Below is a list of what this may include:

- Company Details including name, address and contact information
- Party Resources employed (Staff name/activity/time)
- Details of Jobs created
 - Job title
 - Job type
 - Duration of contract
 - Start date of employment
 - Hours per week
 - Region of job creation
 - Gender
 - Age
 - Disability
 - Ethnicity
 - email

For the purposes of programme delivery and to satisfy record retention requirements imposed by ERDF, we may collect information from the ScaleUp 360 engagement activity which includes potentially commercially sensitive and confidential business information. Although this information is not subject to the Data Protection Act or the GDPR, we will treat it appropriately.

Who do we share your data with?

You should be aware that in order to provide our services we may need to share your personal or sensitive personal data within the organisation or outside East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire). The privacy of your personal data is paramount and will not be disclosed unless there is a justified purpose for doing so. East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) will not sell your personal data to third parties.

Your data may be shared with:

- East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) staff who need the information for administrative and programme delivery purposes.
- The programme partners, Sheffield Hallam University, The Business Village @BarnsleyBIC and Doncaster Chamber of Commerce.
- The Ministry of Housing, Communities and Local Government, ERDF and EU auditors responsible for the management and administration of the ERDF programme.
- Contractors and suppliers, where East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) uses external services or has outsourced work which involves the use of business contact personal data on our behalf. East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) will ensure that appropriate contracts and/or data sharing agreements are in place and that the contractors and suppliers process personal data in accordance with the current Data Protection Legislation. An example of suppliers includes consultants contracted to undertake third party evaluation of the programme, confidential waste disposal, mailing services. If we need to transfer your personal information to another organisation for processing in countries that aren't listed as 'adequate' by the European Commission, we'll only do so if we have model contracts or other appropriate safeguards (protection) in place.
- government bodies and departments, in the UK and EU, responsible for:
 - public funding
 - statistical analysis, monitoring and auditing
 - regulatory matters

Security

East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) holds the Cyber Essentials certification and takes a robust approach to protecting the information it holds. This includes the installation and use of a firewall; the use of tools on Chamber's computers to detect and remove malicious software and regular assessment of the technical security of the Chamber's systems. The Chamber's IT Support contractor regularly monitors systems and respond to suspicious activity.

East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) has comprehensive and effective policies and processes in place to ensure that users and administrators of the information are aware of their obligations and responsibilities for the data they have access to. By default, people are only granted access to the

information they require to perform their duties. Ongoing Information Security Training is provided to all staff and ongoing expert support is provided as necessary.

Retention

Sheffield Hallam University, the Accountable Body of the Scale Up 360 project is required by EU regulation to retain all project documents evidencing ERDF compliance, achievement of outputs, and financial claim records until 31 December 2033.

Contact Us

If you have a general question or complain about the personal data required for ScaleUp 360 and how it is used by East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire), please contact:

Scott Knowles
Chief Executive
East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire)
Commerce House
Millennium Way
Chesterfield
S41 8ND

Scott.knowles@emc-dnl.co.uk

If you would like to request copies of your personal data held by East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) please see our info about SARs (a subject access request).

If you would like to exercise your other rights (eg to have inaccurate data rectified, to restrict or object to processing) please contact our Data Protection Officer.

You should also contact the Data Protection Officer:

- you have a query about how your data is used by East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire)
- you would like to report a data security breach (eg if you think your personal data has been lost or disclosed inappropriately)

Julian Richardson
Data Protection Officer
East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire)
Commerce House
Millennium Way
Chesterfield
S41 8ND

Julian.richardson@emc-dnl.co.uk

Further Information and Support

Please see more information about how the Chamber uses personal data

<https://www.emc-dnl.co.uk/privacy/#How%20we%20use%20your%20personal%20data>

The Information Commissioner is the regulator for GDPR. The Information Commissioner's Office (ICO) has a website with information and guidance for members of the public: <https://ico.org.uk/for-the-public/>

The Information Commissioner's Office operates a telephone helpline, live chat facility and email enquiry service. You can also report concerns online. For more information please see the Contact Us page of their website:

<https://ico.org.uk/global/contact-us/>

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