

## PURE Project Privacy Notice – Annex 1

The following notice relates to PURE Project, being managed by Birmingham City Council Adult Social Care and Health Directorate and funded by UK Shared Prosperity Fund (managed by the West Midlands Combined Authority).

This Privacy Notice should therefore be read in conjunction with Birmingham City Council's main Privacy Notice <https://www.birmingham.gov.uk/privacy>; The Adult Social Care and Health Privacy Notice <https://www.birmingham.gov.uk/asc-privacy> and the Council's appointed providers Privacy Notice (where applicable).

### Our contact details

Tabriz Hussain

PURE Project Manager, Adult Social Care and Health Directorate, Birmingham City Council

Postal Address: PO Box 15537, B2 2PQ

Email: [Tabriz.hussain@birmingham.gov.uk](mailto:Tabriz.hussain@birmingham.gov.uk)

### The type of personal information we collect

We currently collect and process the following information:

- Personal contact information and characteristics: name, date of birth, address, telephone number, email, disability, ethnicity, economic situation.
- Information relating to your personal circumstances that may affect your ability to get into work or education/training, including relevant criminal offence information
- Details of activities you undertake whilst on the project
- What you are doing when you leave the project i.e. working, in education, unemployed

### How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you, a PURE Provider or someone who is supporting you. A list of Providers we work with is available on request. Your details are recorded via the PURE project documentation, and is collected for the following reasons:

- To understand the support you require from the project
- To contact you about the support you are receiving on the project
- For audit and monitoring and evaluation purposes

We use the information that you have given us in order to:

- Help improve your skills and/or support you into education, employment or training
- Refer you to alternative provision (with your permission)
- To produce anonymised reports to the WMCA as part of the funding requirements

We may share this information with:

- BCC's appointed Providers/Contractors of the Birmingham Employment and Skills Project
- Internal and/or external Auditors
- Department for Ministry of Housing, Communities and Local Government (MHCLG),
- West Midlands Combined Authority

There are contracts and data sharing agreements in place between Birmingham City Council and its appointed contractors/providers, to ensure that the processing of your personal data remains in strict accordance with the requirements of data protection legislation. ('Processing' is obtaining, holding, using, sharing data, and in the end destroying it.)

Under the Data Protection Act the lawful basis we rely on for processing your personal data is that we need it to perform a public task, namely, to help you overcome your barriers to work.

In addition to that, the lawful basis for processing personal data about your ethnicity or physical or mental health, or any relevant criminal offence data, is necessary for the exercise of a statutory function, namely, to help you overcome your barriers to work.

The legal basis in privacy law is your informed consent (using the Registration Form). You can withdraw this consent at any time by contacting the named contact on page 1.

### **How we store your personal information**

Your information is securely stored.

Your personal data will be stored on the Council's CRM system, for up to 6 years before it is deleted.

Where data is shared with third parties, we require third parties to respect the security of your data and to treat it in accordance with the law. All third parties are required to take appropriate security measures to protect your personal information in line with our policies. This would include password management (i.e. the allocation of CRM passwords to individuals working on the UKSPF PURE project).

### **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 personal 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 personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal 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 the contact details on page 1, should you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at the contact details on page 1; or you can contact BCC's Data Protection Officer at [infogovernance@birmingham.gov.uk](mailto:infogovernance@birmingham.gov.uk)

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

ICO website: <https://www.ico.org.uk>