

# Nottingham Trent University – Privacy Notice

## UpScaler Project

### **Introduction**

Your privacy and protection of your personal information is very important to us and we are committed to robust compliance with the General Data Protection Regulation 2016 and the Data Protection Act 2018.

This privacy notice explains what we do with your personal information, your rights and how we protect it. This notice is for all individuals involved in Scale-up Project for which Nottingham Trent University is the lead partner.

The ***D2N2 Growth Hub Business UpScaler Project*** is funded by the European Regional Development Fund will support local SMEs with their growth/Scale Up ambitions through the delivery of peer 2 peer networking events, workshops and one 2 one business coaching. The Project will offer one of three levels of support, the level will be provided based on your enrolment status and diagnostic carried out by business advisors employed by East Midlands Chamber and Nottingham Trent University.

To deliver the ***D2N2 Growth Hub UpScaler Project***, Nottingham Trent University works in collaboration with the following Partners:

#### **East Midlands Chamber**

8 Experian Way, Nottingham NG2 1EP

#### **D2N2 Growth Hub**

8 Experian Way, Nottingham NG2 1EP

### **Who we are**

We are Nottingham Trent University of 50 Shakespeare Street, Nottingham, NG1 4FQ, along with our Project Partners – details above, and the Secretary of State for Housing, Communities and Local Government, and the European Regional Development Fund.

For the purposes of the General Data Protection Regulation, Nottingham Trent University is the Data Controller in respect of personal information processed as a result of participation in the Project.

You can find us in the Information Commissioner's register of organisations who have paid the Data Controller fee [here](#).

If you have any questions about the use of your personal information within the Project, or wish to exercise your rights, please contact:

Liz Morley, Project & Compliance Officer

Telephone: 0115 84 88903

Email: [scaleup@ntu.ac.uk](mailto:scaleup@ntu.ac.uk)

Tracy Landon – Legal Services Manager and Data Protection Officer

Email: [DPO@ntu.ac.uk](mailto:DPO@ntu.ac.uk)

We may need to update this Privacy Notice from time to time. If changes made to this Privacy Notice are considered to be material, we will notify you of the changes.

## The Personal Information we hold on participants

NTU are committed to the responsible handling and protection of personal information. As a participant, you may be involved in the Project directly with NTU or through one of our Project Partners. We will hold a range of information relating to participants to enable us to manage and deliver the Projects. This includes:

- Your name and contact details, such as address, telephone number and email address;
- Your date of birth;
- Your qualifications, education and professional experience;
- Equal opportunity and diversity monitoring information such as ethnicity, disability status, age and gender identity;
- Information relating to your living status;
- Your attendance and participation in the Project and Project activity;
- Your photographs where you are participating in Project activity;

We will also collect business details such as ownership details, registered company number, date of incorporation, name of employer and address and company turnover.

## Why we process your personal information

We process the personal information of individual participants and SME organisations to enable us to deliver the Project. The lawful basis for undertaking the Projects is **task in the public interest**. Where we may wish to collect information additional to that required by the Projects, we will rely on *your consent* to do so.

## How we use your personal information

We will use your personal information for the administration of your involvement in the Project and to keep in touch with you and to provide you with information about the Project and the benefits available to you (and your employer where applicable).

We will also use your information to provide statistics through the research undertaken as part of the Project. This will be through anonymisation; you will not be able to withdraw consent with regard to participation in the Project after this point.

## Sharing your personal information

Some or all of the Personal information relating to participants in the Project will be shared with the Project Partners. NTU, as the Project Lead Partner, will hold all personal information provided as part of an individual's involvement within the Project.

Personal information will be shared with the Managing Authority of the Project, the Secretary of State for Housing, Communities and Local Government and will be used to evaluate the Project and report to NTU and the European Regional Development Fund for monitoring purposes, in line with European Commission regulatory requirements. Your personal information may also be shared with research organisations working on behalf of the Secretary of State for Housing, Communities and Local Government who may contact you during or following your involvement in a Project for research purposes. The Secretary of State for Housing, Communities and Local Government will also use your personal information to link to official records in order to monitor your employment status for up to 6-12 months following the end of the funding support through your involvement in the Project.

In addition personal information will be shared with external project auditors and project evaluators for the purposes of checking eligibility, compliance with funding and State Aid Regulations and for audit purposes.

Your personal information will not be shared for commercial or marketing purposes.

Where necessary we will share information required by law or in the public interest, with, for example, the police or HM Revenue and Customs, any relevant regulator or to exercise or defend our legal rights.

Where information is shared outside the European Economic Area we will ensure appropriate safeguards are in place such as contractual controls and (for US-based Companies) the Privacy Shield Scheme.

Anonymised data is likely to form part of a research publication, conference presentation or public talk.

### **Retaining your personal information**

We will not store your personal information for longer than is necessary. NTU will ensure that our partners and selected third parties with whom we share your personal information in accordance with this Privacy Notice will retain your personal information in line with the requirements of the funding body and will delete your personal information when they no longer require it.

### **Security of your personal information**

We and our collaborative partners have in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

### **Your rights**

You have a range of rights over your personal information. Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you.
- **Request correction** of any inaccuracies relating to your personal information we hold about you.
- **Request erasure** or deletion of your personal information when it is no longer required.

If you wish to exercise your personal data rights or have any questions about how we use your data, please get in touch using the contact details at the top of this Privacy Notice.

If you believe that we have failed to manage your personal data appropriately, you have the right to complain to the statutory regulator – The Information Commissioner’s Office. The ICO contact details are: <https://ico.org.uk/global/contact-us/>