

PRIVACY NOTICE FOR WECA ADULT EDUCATION FUNDING GRANT APPLICANTS

The privacy notice below describes how we will treat the personal information you provide to us during the grant application process and throughout the life of the grant, as well as all other information you provide during the application process.

Who are “we”?

The West of England Combined Authority (WECA) is made up of three of the local authorities in the region – Bath & North East Somerset, Bristol City Council, and South Gloucestershire. Working with our partners including the West of England Local Enterprise Partnership, North Somerset Council and other partners, our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

WECA is the “data controller” for Adult Education Funding in the West of England area from the 2019/20 academic year. The funding is used to prepare adults over the age of 19 with the skills and qualifications needed for life, work, apprenticeships and further learning. WECA has the responsibility for keeping your personal data safe, for using it lawfully, and for ensuring your rights to privacy are respected.

What is your “Personal Data”?

Personal data is information which is about you and which identifies you as an individual. This means it could be used to make decisions which have a direct impact on you. The purpose of this notice is to explain how we will use the information you give to us, and what we will use it for.

Data protection law sets down the rules for data controllers (such as WECA), and rights for the people (known as “data subjects”) whose information is held by them (such as you).

As a data subject, you have rights under the law of data protection. (the General Data Protection Regulation (GDPR)).

In line with these rules, we are registered with the Information Commissioner as a ‘data controller’. Our registration number is ZA277034.

Transparency: what we need to tell you

You have the right to be informed by us about:

- What personal data we would collect from you
- How we would use it, and for what purpose
- Who we would share your information with, and why
- Your other data subject rights and how to exercise them

Purposes: why do we want to use your information?

We need the information requested in the application form to assess your proposal and, if your application is successful, enter into a grant agreement with your organisation. If your application is successful we will need to ensure that funds are paid into a bona fide account of the organisation we are funding.

We may use the information for the purposes of due diligence, reporting, audit, monitoring application decisions and for statistical purposes. The reporting aspect is not intended to have any impact on you personally, so it will not involve sharing information which can identify you.

We will not collect any personal data from you that we do not need for these purposes.

What kind of personal data will we collect and record?

If you apply to us for funding, we will ask for the following information which can identify you;

Applicant/s:

Name, position, telephone number(s), work address, email address and signature of one contact within your organisation.

Organisation's bank account details:

If your application is successful, you will be asked to complete a Supplier Payment Set-up Form and sign and return a Provider Grant Agreement, the latter is the contractual agreement between WECA and the providers who receive funding for Adult Education in the WECA area.

During the life of the grant, we will ask for the following information:

Performance data, and three financial statements to WECA setting out your actual delivery to date and, where appropriate, a forecast for the remainder of the funding year. These will need to be signed by a suitably authorised Accountable Officer i.e. Chief Executive/ College Principle/Chief Financial Officer or equivalent.

Upon completion of a grant:

We will ask you to complete an end of grant report back form to tell us how the funds have been spent and what you have achieved. Within this document, we will ask for the name and signature of the main contact for the grant.

Confidentiality and storage

Personal information which you choose to share with us will be treated as confidential. Your data will be processed by our staff, who are all based in the UK. The data we process may be held internally on our own managed systems, externally on cloud-based services or on the systems of the Education and Skills Funding Agency who process information on our behalf.

We are committed to storing data securely wherever it is held, and ensuring it is only accessible to authorised personnel. Where data is stored on partner systems we expect them to adopt security practices aligned with our own.

Sharing of your personal data with others

We may disclose specific information when required to do so by government bodies, law enforcement bodies and regulatory authorities. Personal information may also be released to

external parties in response to legal processes or to enforce or apply our terms of use, or to protect the rights, of WECA, our employees, agents and others.

Fairness and transparency in our funding process is important to us. All applications are assessed by a team of WECA staff, decisions on the award of grants are made by the WECA Committee, which is chaired by the Regional Mayor, Tim Bowles, and is made up of the leaders and Mayor from the three councils in the region – Bath & North East Somerset (Leader, Cllr Tim Warren), Bristol City Council (Mayor Marvin Rees) and South Gloucestershire Council (Leader, Cllr Toby Savage). The Chair of the West of England Local Enterprise Partnership (LEP), Professor Steve West, also attends committee meetings.

If your application is successful, as part of our joint working with the Department of Education, the Education Skills Funding Agency, other Combined Authorities, and the Greater London Authority, we may choose to share your data. This would be for the purpose of preparing statistical reports, for monitoring performance, to ensure we do not destabilise the provider base and to evaluate our methodology for future funding rounds.

The information shared will not include your name, address, contact details or any data which may be used to identify you as an individual, or used to take decisions which may impact on you as an individual. We may also share such information with local authorities in which your business operates for the purpose of demonstrating our progress in supporting businesses and stimulating economic growth within the area. The local authorities we may share such data with are: Bath and North East Somerset Council (B&NES), Bristol City Council, and South Gloucestershire Council.

How long will we keep your personal data?

Information which cannot identify you as an individual will be retained beyond the length of your grant and will be used only for statistical and research purposes by WECA, the Department of Education and the ESFA and upon their request the local authorities in which your business operates. This information will be retained for a maximum period of 6 years.

Information which can identify you (personal data) will be retained for a maximum period of 6 years. It will be used only for the purposes of WECA and the ESFA. In the case of grant-funded expenditure all documentation accumulated from the outset of determining the project requirement must be retained for the period specified in the grant award as a minimum. Retention periods will be specified within the Funding Agreement and that will take precedence over any detailed within this document.

What happens if you no longer wish to be contacted by WECA?

You may choose to withdraw your data at any time, however if you have a Provider Grant Agreement in place, WECA will require an approved named contact within your organisation for contractual purposes and grant communications.

If you choose to withdraw your data, we would ask you for your feedback on your experience and the reasons you would like no further contact from us. You may choose not to answer these questions. We will respect your wishes and ensure that no further contact is made unless you contact us to tell us you have changed your mind.

You have the right to access the personal data we hold about you

To request a copy of all your personal data you may submit a “Subject Access Request”. This refers to us providing copies of such information to you within one month of a request. Your request for your records must be in writing and may be sent to us by post or email (see contact details below). To confirm your identity your request must include copies of an identity document (e.g. your driving licence or passport) and proof of your address (e.g. a copy of a utilities bill or bank statement). Identity documents will be destroyed once viewed. We will not retain these documents in any format.

You have the right to rectification of any incorrect or incomplete data we hold about you.

Contact for privacy concerns and Subject Access Requests

If you have any concerns or questions about our handling of your personal data, or if you wish to submit a Subject Access Request, please contact:

Data Protection Officer
West of England Combined Authority
3 Rivergate, Temple Quay, Bristol
BS1 6ER

Or email the Data Protection Officer at democratic.services@westofengland-ca.gov.uk

Your right to appeal

If you are not satisfied by our response to your concerns You have the right to lodge a complaint regarding the processing of your personal data to the UK’s supervisory authority, the Information Commissioner, who can be reached using the details below:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow SK9 5AF
Telephone: 0303 123 1113
Email: casework@ico.org.uk