



<b>Policy title:</b>	Privacy, Cookies and Fair Processing Policy
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## Introduction

This Policy outlines the North East Combined Authority's Privacy, Cookies and Fair Processing Policy.

The Policy provides a transparent and accessible approach to the information we have. It also outlines our commitment in using data both fairly and in accordance with Data Protection principles.

## Who we are

The North East Combined Authority (NECA) is a Combined Authority covering the Local Authority areas of Durham, Gateshead, Newcastle, North Tyneside, Northumberland, South Tyneside and Sunderland. We are also the accountable body to the North East Local Enterprise Partnership.

Our principle office address is:

North East Combined Authority

C/O North Tyneside Council

The Quadrant, Silverlink

NE27 0BY

The North East Combined Authority operate the below websites for itself and on behalf of the North East Local Enterprise Partnership (North East LEP).

This policy applies to the websites at the following URLs:

<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	North East Growth Hub
<a href="http://ww.nelep.co.uk">http://ww.nelep.co.uk</a>	North East Local Enterprise Partnership
<a href="https://www.nexus.org.uk/">https://www.nexus.org.uk/</a>	Nexus
<a href="http://gosmarter.co.uk/">http://gosmarter.co.uk/</a>	Go Smarter
<a href="https://investnortheastengland.co.uk/">https://investnortheastengland.co.uk/</a>	Invest North East England
<a href="http://property.investnortheastengland.co.uk">http://property.investnortheastengland.co.uk</a>	Property Invest North East England
<a href="https://www.northeastca.gov.uk">https://www.northeastca.gov.uk</a>	NECA

These websites and trading styles are all brands of NECA which remains the data controller and the responsible statutory body in relation to these websites and brands.

NECA and the North East LEP, along with the websites associated above process all data fairly and lawfully in line with Data Protection laws.

## **What Information we collect**

### **Types of Information**

The personal information we collect is that which data subjects provide to the organisation via direct engagement. This includes, but is not limited to information provided via:

- consultation responses
- information provided by attendees at events
- information provided when joining mailing lists
- information provided in relation to grants, applications, monitoring and appraisal
- complaints and feedback
- survey responses
- job applications and employee information
- applications for employment and skills related programmes.
- photographs
- information to allow us to arrange meetings and circulate papers for these meetings
- Information provided in relation to procurement and contracts for goods and services
- Other Contractual information;

### **Who the Information relates to**

The information we collection as described above, is from a variety of different sources. This includes, but is not limited to:

- Mailing lists / Contact lists
- Grant Applicants and recipients
- Suppliers\*
- Employees
- Other people we work with
- Councillors, Secondees, Officers of other organisations

#### **\*Supplier information**

If you are one of our suppliers, we will use information we hold on you to manage the contract between us and to improve services. The information we hold may include information about your performance in providing services to us or to our clients.

## **Cookies information**

Our websites use cookies to distinguish you from other users of our websites. This helps us to provide you with a good experience when you browse our websites and also allows us to improve our sites.

### *What are Cookies?*

Cookies are text files containing small amounts of information which are downloaded to your device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie.

Cookies are useful because they allow a website to recognise a user's device.

Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improve the user experience. They can also help to ensure that adverts you see online are more relevant to you and your interests. The cookies used on this website have been categorised based on the categories found in the ICC UK Cookie guide. A list of all the cookies used on this website by category is set out below, with a note as to whether we use them; and then some details of the actual cookies on the site, their purpose, and what to do if you do not consent to any specific cookies being used. Please note however that since we only use cookies where they will be of benefit, any failure to consent may limit your use of this site.

### *Category 1: Strictly Necessary Cookies*

These cookies enable services you have specifically asked for.

These cookies are essential in order to enable you to move around the website and use its features, such as accessing secure areas of the website. Without these cookies services you have asked for, for example like shopping baskets or e-billing, cannot be provided.

### *Category 2: Performance Cookies*

These cookies collect information about how visitors use a website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how a website works.

### *Category 3: Functionality Cookies*

These cookies remember choices you make to improve your experience.

These cookies allow the website to remember choices you make (such as your user name, language or the region you are in) and provide enhanced, more personal features. For instance, a website may be able to provide you with local weather reports or traffic news by storing in a cookie the region in which you are currently located. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise. They may also be used to provide services you have asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

### *Our Cookies Information*

All of the information regarding cookies on our website(s) is shown overleaf.

You may be able to block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site(s). Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies as soon you visit our site(s).

If you do not consent to cookies being placed, you must notify us of the cookies to which you do not consent.

Except for essential cookies or where stated, all cookies will expire after twelve months.

## Cookies Information (page 1)

Website Name	Cookie Name	Cookie developer	Category
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	__cfduid	Cloudflare	1
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	_CAN_Bid	CANDDi user identification	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	CAN_Sid	CANDDi session Identification	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	_ga	Google Analytics	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	_gid	Google Analytics	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	_gat	Google Analytics	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	_vwo_uuid_v2	Visual Website Optimiser	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	test_cookie	doubleclick.net	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	IDE	doubleclick.net	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	tuuid	pool.admedo.com	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	tuuid_last_update	pool.admedo.com	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	BizoID	ads.linkedin.com	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	lang	ads.linkedin.com	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	UserMatchHistory	ads.linkedin.com	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	bcookie	linkedin.com	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	bscookie	linkedin.com	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	lidc	linkedin.com	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	personalization_id	twitter.com	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	guest_id	twitter.com	2
<a href="http://www.northeastgrowthhub.co.uk">www.northeastgrowthhub.co.uk</a>	october_session	October CMS session	3
<a href="http://www.nelep.co.uk">www.nelep.co.uk</a>	__cfduid	Cloudflare	1
<a href="http://www.nelep.co.uk">www.nelep.co.uk</a>	_ga	Google Analytics	2
<a href="http://www.nelep.co.uk">www.nelep.co.uk</a>	_gid	Google Analytics	2
<a href="http://www.nelep.co.uk">www.nelep.co.uk</a>	_gat	Google Analytics	2
<a href="http://www.nelep.co.uk">www.nelep.co.uk</a>	_vwo_uuid_v2	Visual Website Optimiser	2
<a href="http://www.nelep.co.uk">www.nelep.co.uk</a>	_hjIncludedInSample	hotjar.com	2
<a href="http://www.nelep.co.uk">www.nelep.co.uk</a>	NID	Google Maps	3

## Cookies Information (Page 2 continued)

<a href="https://www.nexus.org.uk/">https://www.nexus.org.uk/</a>	device and device_type		1
<a href="https://www.nexus.org.uk/">https://www.nexus.org.uk/</a>	has_js		1
<a href="https://www.nexus.org.uk/">https://www.nexus.org.uk/</a>	_ga		2
<a href="https://www.nexus.org.uk/">https://www.nexus.org.uk/</a>	_gid		2
<a href="https://www.nexus.org.uk/">https://www.nexus.org.uk/</a>	_gat_UA-57854136-1		2
<a href="https://www.nexus.org.uk/">https://www.nexus.org.uk/</a>	cookie-agreed		3
<a href="http://gosmarter.co.uk/">http://gosmarter.co.uk/</a>	has_js		1
<a href="http://gosmarter.co.uk/">http://gosmarter.co.uk/</a>	_ga		2
<a href="http://gosmarter.co.uk/">http://gosmarter.co.uk/</a>	_gid		2
<a href="http://gosmarter.co.uk/">http://gosmarter.co.uk/</a>	_gat_gtag_UA_116248511_1		2
<a href="http://gosmarter.co.uk/">http://gosmarter.co.uk/</a>	cookie-agreed		3
<a href="https://investnortheastengland.co.uk/">https://investnortheastengland.co.uk/</a>	_ga	Google Analytics	2
<a href="https://investnortheastengland.co.uk/">https://investnortheastengland.co.uk/</a>	_gid	Google Analytics	2
<a href="https://investnortheastengland.co.uk/">https://investnortheastengland.co.uk/</a>	_gat	Google Analytics	2
<a href="https://investnortheastengland.co.uk/">https://investnortheastengland.co.uk/</a>	AMP_TOKEN	Google Analytics	2
<a href="https://investnortheastengland.co.uk/">https://investnortheastengland.co.uk/</a>	googtrans	Google Translate	3
<a href="https://investnortheastengland.co.uk/">https://investnortheastengland.co.uk/</a>	catAccCookies	Cookie Alert	2
<a href="https://investnortheastengland.co.uk/">https://investnortheastengland.co.uk/</a>	__cfduid	Any to any	2
<a href="https://investnortheastengland.co.uk/">https://investnortheastengland.co.uk/</a>	uvc	Any to any	2
<a href="https://investnortheastengland.co.uk/">https://investnortheastengland.co.uk/</a>	page_services	Any to any	3
<a href="https://investnortheastengland.co.uk/">https://investnortheastengland.co.uk/</a>	uuid	Any to any	2
<a href="https://www.northeastca.gov.uk">https://www.northeastca.gov.uk</a>	_ga	Google Analytics	2
<a href="https://www.northeastca.gov.uk">https://www.northeastca.gov.uk</a>	_gid	Google Analytics	2
<a href="https://www.northeastca.gov.uk">https://www.northeastca.gov.uk</a>	_gat	Google Analytics	2



<a href="https://www.northeastca.gov.uk">https://www.northeastca.gov.uk</a>	AMP_TOKEN	Google Analytics	2
<a href="https://www.northeastca.gov.uk">https://www.northeastca.gov.uk</a>	catAccCookies	Cookie Alert	2
<a href="https://property.investnortheastengland.co.uk">https://property.investnortheastengland.co.uk</a>	laravel_session		1
<a href="https://property.investnortheastengland.co.uk">https://property.investnortheastengland.co.uk</a>	_ga & _gid		2
<a href="https://property.investnortheastengland.co.uk">https://property.investnortheastengland.co.uk</a>	XSRF-TOKEN		1
<a href="https://property.investnortheastengland.co.uk">https://property.investnortheastengland.co.uk</a>	LandFrom/LandTo & PropFrom/PropTo (4 cookies in total.)		3

## How we process personal information

### Purpose

Personal information is processed for the following specified purposes:

- processing your requests and delivering services you request from us
- sending you information which you have requested
- auditing the usage of our websites
- monitoring the usage of our websites to enable us to update and tailor our websites to meet the needs of users
- considering applications for grants, processing grant claims and monitoring grant performance and compliance
- preparing information for decision making by Boards and Committees
- sending marketing information only where a person has specifically consented to this
- running procurement processes, awarding contracts and monitoring contractual performance and delivery
- to comply with our legal obligations including fraud protection and crime prevention.

### Fair Processing

#### *Commitment*

NECA is committed to the highest standards in relation to all aspects of fair processing and this is outlined throughout our information governance principles (this is the collection, storage, security, use, appropriate release and destruction in relation to data). Our three principles noted below support this commitment:

**Responsible:** A clear commitment to acting lawfully and properly at every stage;

**Empowered:** By knowing what data we hold and why we hold it and by ensuring that our employees understand their responsibilities and are empowered to ensure we are able to meet our commitments;

**Clear:** We are clear about what data we collect and why we collect and use it and we are able to provide this information to both our employees and the public to support our commitment. We are also clear with our suppliers and stakeholders about these matters.

### *Who does this apply to?*

We strive to ensure that personal data is used fairly, in a clear and open manner with our internal and external stakeholders.

- Employees, Seconded, Contracted and Permanent staff
- Councillors
- Partners
- Suppliers
- Grant Applicants and recipients

### *Fair Processing Notices*

Our commitment to the highest standards in all aspects of fair processing is important to us to ensure our stakeholders are aware of how we collect and process their information.

We pride ourselves by being fair and transparent to ensure effective relationships with our stakeholders are maintained. Accountability for their information is our main priority.

The notices are outlined at the end of this Policy for the various stakeholders and their page numbers are referenced in the contents page.

### *Data Protection Impact Assessments*

When we plan to do something new or undertake a project that may involve using data, we will undertake an Impact Assessment. This forms part of an early stage at a project planning level and ensures we have the necessary control mechanisms in place. This process helps us to understand what impact the project will have on the data we hold.

## **How we keep information safe**

Only employees of NECA (or the North East LEP) or those specifically authorised by us will have access to your information.

We keep this information secure by taking appropriate technical and organisational measures against any unauthorised or unlawful processing and against its accidental loss, destruction or damage.

Unfortunately, the transmission of information via the internet is not completely so and this is something we recognise. We will always do our best to protect any personal data, once we receive your data, we use strict procedures and have security processes in place to prevent any loss, breach or unauthorised access to it; we strive by a policy that data should only be accessed by those that need to.

## **How we share information**

There are times where we need to share information with those within our constituent authorities or suppliers that provide us with a service.

These providers are obliged to keep your details secure, and use them only to fulfil a purpose. If we wish to pass your sensitive or confidential information onto a third party, we would only do so once we have obtained your consent, unless we are legally required to do so.

We may disclose information to other partners without consent where it is necessary, either to comply with a legal obligation, or where permitted under Data Laws, e.g. this could be where the disclosure is necessary for the purposes of the prevention and/or detection of crime or necessary to perform our contract with you.

We have an information sharing protocol with our constituent authorities and those that provide us with services (e.g. Transport Team, External Auditors) so they are aware of the responsibilities between NECA (as the controller) and the service being provided (as the processor). We do this so you can be confident that all our constituent authorities and those that provide services to us comply with our privacy principles.

We also take responsibility for any information that is shared with us by a constituent authority and act in accordance with the principles and privacy notices of an organisation/authority for any occasions where NECA or the North East LEP may act as a processor. We apply for the same commitment to this information.

At no time will your information be passed to organisations external to us and our partners, for marketing or sales purposes or for any commercial use without your prior expressed consent.

## **Disclosure of Data**

We will only disclose your information to third parties when:

- we are required to do so by our funders – HM Government or the European Union – or in relation to the funds we manage
- if there is a business/operational need to do so we will inform you and seek your consent as we may use third parties to process data on our behalf or run projects in conjunction with other organisations. Should we anticipate such activity we will inform you at the point we collect information.
- we are under a duty to do so in order to comply with a legal obligation or to protect the rights, property or safety of others; this includes, but is not limited to exchanging information with other organisations for the purposes of fraud protection and crime prevention.

## **Data Retention**

We will retain your information in line with the period outlined at the time the data is collected and only for as long as it is necessary to do so. In accordance with Data Retention and Destruction Policy.

In the event that we need to transfer personal information outside of the European Economic Area (EEA), we will take all steps reasonably necessary to ensure that the appropriate safeguards are in place and that your information is processed securely.

Any changes we make to this Policy will be posted on our website(s) and where appropriate, you will be notified to you by e-mail or post.

## **Marketing**

NECA or the North East LEP would only send you a marketing email when you gave your consent to sign up to a mailing list, distribution list or newsletter.

Consent will always be our main priority. We ensure that we have a system in accordance with data protection principles whereby consent is freely given and that you are able to give a positive opt-in. This would always be your choice.

NECA or the North East LEP will only use your consented information to the purpose you sign up to a mailing list for (and nothing else) which will be explicitly given from the onset, for example:

- sign up to a newsletter or specific update
- consultation exercise
- sign up to a forum / event
- sign up for information regarding committee meeting dates / information

As part of our internal procedures to ensure information is current and up to date, we will regularly review our mailing lists to ensure that you still would like to receive information from us. We will always advise you that you are able to withdraw consent at any time regarding your information, and ask if you would like to specifically opt-out of the mailing list; this option will always be visible and clear within any circulation lists we send.

## *Business Cards and requests for further information*

When we receive a request for someone to be added to a mailing list, via a business card or ad-hoc basis that person must be informed of the necessary procedure to do so. We recognise that we may have different internal systems for confirming requests within NECA and the North East LEP which must be followed, however, it is important to ensure that our approach is consistent.

If your request is relating to a North East LEP mailing list, please access the North East LEP website (as detailed in this document) when you will be asked if you would like to sign up to receive information.

### **If we make a mistake**

We like to ensure we keep information accurate and up to date. If we have any of your information inaccurate, incomplete or we have made an error, please notify us at:

[enquiries@northeastca.gov.uk](mailto:enquiries@northeastca.gov.uk)

## **Your Information Rights**

### **Requesting data**

You have different rights when it comes to your data.

You have the right to ask for all the information we have about you. When we receive a request from you in writing, we must give you access to everything we have recorded. However, there will be certain aspects we may not be able to share:

- Confidential information that may relate to others
- If we think that giving you the information may stop us from preventing or detecting a crime

### **Incorrect information? The right to rectification**

You are able to ask us to rectify any information you think we may have that it is incorrect about you.

All requests will be responded to within a month.

### **The right to be forgotten**

In some circumstances you can ask for your personal information to be deleted, for example:

- Where your personal information is no longer needed for the reason why it was collected in the first place
- Where you have removed your consent for us to use your information (where there is no other legal reason us to use it)
- Where there is no legal reason for the use of your information

- When deleting the information is a legal requirement

All requests will be responded to within a month.

Please note that we can't delete your information where:

- we're required to have it by law
- it is used for freedom of expression and information
- for a performance or task carried out in the public interest or in the exercise of official authority
- it is for, scientific or historical research, or statistical purposes where it would make information unusable
- it is necessary for legal claims

### The right of access

#### *Subject Access Requests:*

You also have the right to request the information we hold about you (*this is the Right to Access Principle in accordance with Data Protection laws*).

This is known as a Subject Access Request (SAR). Until 24 May 2018, there will be a fee of £10 before we can process a subject access request. There will be no charge after this date. You can use the contact details provided below to make a SAR:

FAO Monitoring Officer, North East Combined Authority: [freedomofinformation@northeastca.gov.uk](mailto:freedomofinformation@northeastca.gov.uk)

### **Other Information Rights**

#### **The Right to Complain**

You have a right to lodge a complaint about us with the Supervisory Authority. The Information Commissioner's Office information is detailed in the website link overleaf.

#### **Freedom of Information**

Data can also be requested via a Freedom of Information request. We also have a FOI Publication Scheme on our website, that commits the NECA and the North East LEP to make information available to the public as part of its normal business activities. These can be found at the below link:

<https://northeastca.gov.uk/contact-us/>

### **Data Protection Officer**

If you have any questions or concerns please contact our Data Protection Officer at:  
[freedomofinformation@northeastca.gov.uk](mailto:freedomofinformation@northeastca.gov.uk)

### **Changes to our Policy**

We will review this Policy on a regular basis to ensure that the information is up to date and relevant.

### **Further Information**

For further information the Information Commissioner's Office Website provides further details regarding data protection principles and responsibilities.

<https://ico.org.uk>



## Fair Processing Notice to Employees

The North East Combined Authority, and the North East LEP will collect information about our employees (permanent, secondment and contracted staff) in accordance with the data protection principles and within the appropriate Data Protection laws.

This notice outlines what you can expect when the Combined Authority (or North East LEP) collects and processes your information.

### What Information do we collect?

In order to carry out our duties as an employer, we must collect and process data. This can be both personal and sensitive personal data (or special category data).

A record relating to your employment will be held by Human Resources, the Payroll Department in addition information may also be held by your line manager.

Data held about you may include:

- Application forms\* (this may also contain special category or 'sensitive personal data')
- Personal details such as name, date of birth, contact and next-of-kin details, and National Insurance numbers
- Bank account details
- Salary and grade details (and changes)
- Records concerning appraisals, one-to-ones
- Sickness and other absence details
- Proceedings in relation to promotions, or acting up
- Contracts or terms and conditions of employment
- Correspondence between the member of staff and the Authority
- Correspondence such as references
- Records of grievances
- Investigations into breaches of terms and conditions of employment

\*Application forms; at the time of application for employment we may collect Special Category Data including Equality and Diversity information

- Records of disciplinary proceedings
- Health and safety information
- Staff benefits
- Pension record

### Lawful Basis for Processing: 1(a) Consent & 1(b) Contract

In accordance with data protection laws we adhere to the guidance around ensuring we are clear about the lawful basis for processing your information.

We process your data in accordance with the fair processing categories set out in GDPR in particular we are processing your data in accordance with the principles of personal data (Article 5, Chapter 2, 1(a) – 1(f)). The categories that apply to your data are (Article 6, Chapter 2:

1(a) The data subject has given **consent** to the processing of his or her personal data for one or more specific purposes.

1(b) Processing is necessary for the purpose of a **contract** which the data subject is party or in order to take steps at the request of the data subject prior to entering a contract.

We apply the above in accordance with GDPR Regulations (*Recital 40*):

*“In order for processing to be lawful, personal data should be processed on the basis of the consent of the data subject concerned or some other legitimate basis, laid down by law, either in this Regulation or in other Union or 4.5.2016 L 119/7 Official Journal of the European Union EN Member State law as referred to in this Regulation, including the necessity for compliance with the legal obligation to which the controller is subject or the necessity for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.”*

As an employee, we initiate a contract with you from the beginning of your employment. Your personal data will be processed in accordance with the processing types noted above for example, setting up a pension, paying your salary and processing your bank account details.

We will only use your details for the purpose it was obtained which will be explained to you when commencing your employment. Should we need to use your details for other purposes this would only be achieved with your explicit consent.

### Who keeps this information?

As described in the lawful basis section we will only use your personal information for the purposes it was intended. For example, your information is initially collected by Human Resources (Newcastle Council) on behalf of NECA and also kept by your Line Manager, who will then share with Payroll (Newcastle Council to ensure your are paid). North Tyneside Council also provides strategic HR advice to NECA.

### How long do we keep your information?

We will only keep your personal data as long as it is necessary and only for the purpose for which it was collected, in accordance with our Retention and Destruction Policy which can viewed separately by employees.

### Access to information

Staff are entitled to request a copy of the information that is held regarding them. It is also important that staff are aware of their responsibility for providing any update to any change of their details to ensure that we are able to process their information accurately and correctly.

FOI Requests & Data Protection Officer: Newcastle Council act on behalf of NECA and The North East LEP for the purposes of FOI requests where information would be shared with these Officers on this basis.

### Further Information

If you require further information or if you have any concerns. Please contact your line manager, your Human Resources Officer or the NECA Monitoring Officer.

## Fair Processing Notice to Councillors

The North East Combined Authority collects and uses information about its Members of a Committee of the Combined Authority (who are councillors of a Constituent Authority) in accordance with the data protection laws and in conjunction with their role as outlined in the NECA Members Code of Conduct.

### What Information do we collect?

In order for members to carry out their role within a Committee of NECA, we must collect and process certain data.

Data held about you may include:

- Members Registered Interests
- Members Employment and Payroll details
- Membership Information

### Lawful Basis for Processing: 1(a) Consent & 1(e) Task Carried out in the Public Interest

In accordance with data protection laws we adhere to the guidance around ensuring we are clear about the lawful basis for processing your information.

We process your data in accordance with the fair processing categories set out in GDPR in particular we are processing your data in accordance with the principles of personal data (Article 5, Chapter 2, 1(a) – 1(f)). The categories that apply to your data are (Article 6, Chapter 2:

1(a) The data subject has given **consent** to the processing of his or her personal data for one or more specific purposes

1(e) Processing is necessary for the **task carried out in the public interest** or in the exercise of official authority vested in the controller.

We apply the above in accordance with GDPR Regulations (*Recital 40*):

*“(Recital 40) In order for processing to be lawful, personal data should be processed on the basis of the consent of the data subject concerned or some other legitimate basis, laid down by law, either in this Regulation or in other Union or 4.5.2016 L 119/7 Official Journal of the European Union EN Member State law as referred to in this Regulation.”*

As a member of a committee, your personal data will be processed in accordance with your consent. We will be clear from the start when confirming any new members which will involve setting up employment and payroll details, ensuring you details are setup on our systems, registering membership information and registered interests on the NECA website.

We will only use your details for the purpose it was obtained which will be explained to you as a Member of a NECA committee. Should we need to use your details for other purposes this would only be achieved with your explicit consent.

#### How do we use the information

We only use the information you provide in accordance with the Code of Conduct and role as a Member of one of the Combined Authorities Committees.

#### Who keeps this information?

As described in the lawful basis section we will only use your personal information for the purposes it was intended. Your details will initially be collected by Democratic Services for NECA, before they are shared with HR and Payroll (Newcastle Council) to set up any payroll/employee details. We also treat your business email addresses (as your personal data) which are available on the NECA website. This Includes further information regarding you and a photo of you as a member of a committee in the NECA.

#### How long do we keep your information?

We will only keep your personal data as long as it is necessary and only for the purpose for which it was collected, in accordance with our Retention and Destruction Policy.

### Access to information

Councillors can request a copy of the information that is held regarding them. It is also important that Councillors are aware of their responsibility for providing any update to any change of their details to ensure that we are able to process their information accurately and correctly.

FOI Requests & Data Protection Officer: Newcastle Council act on behalf of NECA and The North East LEP for the purposes of FOI requests where information would be shared with these Officers on this basis.

### Further Information

If you require further information or if you have any concerns. Please contact the NECA Monitoring Officer.

## Fair Processing Notice to Partners and Other Stakeholders

The North East Combined Authority, and the North East LEP may collect and use information about its Partners (and other Stakeholders) in accordance with the data protection laws and in conjunction with data sharing agreements or Service Level Agreements that have been setup.

### What Information do we collect?

The NECA and the North East LEP will work with partners (and other stakeholders), or Constituent Authorities to carry out its purpose, as part of this we may collect and process certain data.

Data held may include:

- Names, Contact details of Officers and Partners\*
- Service Level Agreements, Contract Information
- Referrals and enquiry information

\*Contact details are those held in a professional capacity within their role and purpose

### Lawful Basis for Processing: 1(a) Consent & 1(b) Contract

We process your data in accordance with the fair processing categories set out in GDPR in particular we are processing your data in accordance with the principles of personal data (Article 5, Chapter 2, 1(a) – 1(f)). The categories that apply to your data are (Article 6, Chapter 2:

1(a) The data subject has given **consent** to the processing of his or her personal data for one or more specific purposes.

1(b) Processing is necessary for the purpose of a **contract** which the data subject is party or in order to take steps at the request of the data subject prior to entering a contract.

We apply the above in accordance with GDPR Regulations (*Recital 40*):

*“In order for processing to be lawful, personal data should be processed on the basis of the consent of the data subject concerned or some other legitimate basis, laid down by law, either in this Regulation or in other Union or 4.5.2016 L 119/7 Official Journal of the European Union EN Member State law as referred to in this Regulation, including the necessity for compliance with the legal obligation to which the controller is subject or the necessity for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.”*

As a partner or other stakeholder, we initiated a contract with you from the beginning. Your personal data will be processed in accordance with the processing activity noted in the terms of a contract or SLA.

We will only use your details for the purpose it was obtained which will be explained to you. Should we need to use your details for other purposes this would only be achieved with your explicit consent.

#### How do we use the information

We only use the information you provide in accordance with our role, and purpose for a specific task. We would always ask your consent if we required to use this for a new purpose.

#### How long do we keep your information?

We will only keep your personal data as long as is necessary and only for the purpose for which it was collected, in accordance with our Retention and Destruction Policy which can viewed separately.

#### Access to information

Details regarding individual rights have been noted in our Privacy, Cookies and Fair Processing Policy.

FOI Requests & Data Protection Officer: Newcastle Council act on behalf of NECA and The North East LEP for the purposes of FOI requests where information would be shared with these Officers on this basis.



### Further Information

If you require further information or if you have any concerns. Please contact the NECA Monitoring Officer.

## Fair Processing Notice to Suppliers

The North East Combined Authority, and the North East LEP may collect and use information about its Suppliers in accordance with the data protection laws and in conjunction with data sharing agreements or Service Level Agreements that have been setup.

### What Information do we collect?

The NECA and the North East LEP will work with Suppliers to carry out a specific business purpose, as part of this we may collect and process certain data.

Data held may include:

- Names, contact details of Suppliers
- Service Level Agreements, Contract Information
- Data related to a specific function of the processing activity

\*Contact details are those held in a professional capacity within their role and purpose

### Lawful Basis for Processing: 1(a) Consent & 1(b) Contract

We process your data in accordance with the fair processing categories set out in GDPR in particular we are processing your data in accordance with the principles of personal data (Article 5, Chapter 2, 1(a) – 1(f)). The categories that apply to your data are (Article 6, Chapter 2:

1(a) The data subject has given **consent** to the processing of his or her personal data for one or more specific purposes

1(b) Processing is necessary for the purpose of a **contract** which the data subject is party or in order to take steps at the request of the data subject prior to entering a contract.

We apply the above in accordance with GDPR Regulations (*Recital 40*):

*“In order for processing to be lawful, personal data should be processed on the basis of the consent of the data subject concerned or some other legitimate basis, laid down by law, either in this Regulation or in other Union or 4.5.2016 L 119/7 Official Journal of the European Union EN Member State law as referred to in this Regulation, including the necessity for compliance with the legal obligation to which the controller is subject or the necessity for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.”*

As a partner or other supplier, we initiated a contract with you from the beginning. Your personal data will be processed in accordance with the processing activity noted in the terms of a contract or SLA.

We will only use your details for the purpose it was obtained which will be explained to you. Should we need to use your details for other purposes this would only be achieved with your explicit consent.

#### How do we use the information

We only use the information from our Suppliers in accordance with any specific obligations required as set out in Contracts or Service Level Agreements with you. We also use a NEPO panel.

#### How long do we keep your information?

We will only keep any personal data as long as it is necessary and only for the purpose for which it was collected (if necessary), in accordance with our Retention and Destruction Policy which can viewed separately.

#### Access to information

You can request a copy of the information that is held about you/your business. Details regarding individual rights have been noted in our Privacy, Cookies and Fair Processing Policy.

FOI Requests & Data Protection Officer: Newcastle Council act on behalf of NECA and The North East LEP for the purposes of FOI requests where information would be shared with these Officers on this basis.

### Further Information

If you require further information or if you have any concerns. Please contact the NECA Monitoring Officer.

## Fair Processing Notice to Grant Applicants and Recipients

The North East Combined Authority, and the North East LEP may collect and use information relating to any Grant Applicants and Recipients in accordance with the data protection laws and in conjunction with data sharing agreements or Service Level Agreements that have been setup.

### What Information do we collect?

The NECA and the North East LEP may use information obtained via Grant Applications or Recipients only to carry out a specific business purpose, as part of this we may collect and process certain data.

Data held may include:

- Names, contact details, addresses
- Grant Award and details, business information
- Funding details
- Data related to a specific function of the processing activity

\*Contact details are those held in a professional capacity within their role and purpose

### Lawful Basis for Processing: 1(a) Consent & 1(b) Contract

We process your data in accordance with the fair processing categories set out in GDPR in particular we are processing your data in accordance with the principles of personal data (Article 5, Chapter 2, 1(a) – 1(f). The categories that apply to your data are (Article 6, Chapter 2:

1(a) The data subject has given **consent** to the processing of his or her personal data for one or more specific purposes

1(b) Processing is necessary for the purpose of a **contract** which the data subject is party or in order to take steps at the request of the data subject prior to entering a contract.

We apply the above in accordance with GDPR Regulations (*Recital 40*):

*“In order for processing to be lawful, personal data should be processed on the basis of the consent of the data subject concerned or some other legitimate basis, laid down by law, either in this Regulation or in other Union or 4.5.2016 L 119/7 Official Journal of the European Union EN Member State law as referred to in this Regulation, including the necessity for compliance with the legal obligation to which the controller is subject or the necessity for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.”*

As a partner, grant applicant or recipient, or other supplier, we initiated a contract with you from the beginning. Your personal data will be processed in accordance with the processing activity noted in the terms of a contract, grant or SLA.

We will only use your details for the purpose it was obtained which will be explained to you. Should we need to use your details for other purposes this would only be achieved with your explicit consent.

#### How do we use the information

We only use the information from Grant Applicants and Recipients in accordance with any specific obligations required as part of an application. This may include sharing data with our funders and providing access to the data with auditors, including our funder’s auditors for purposes of claims and verifying claims.

Sunderland City Council will collect information regarding grant applications on behalf of NECA including the preparation, appraisal, monitoring and compliance process. This process involves The North East LEP and North Tyneside Council (North Tyneside Council are involved for legal purposes).

#### How long do we keep your information?

We will only keep any personal data as long as is necessary and only for the purpose for which it was collected, in accordance with our Retention and Destruction Policy.

#### Access to information

You can request a copy of the information that is held about you. Details regarding individual rights have been noted in our Privacy, Cookies and Fair Processing Policy.

FOI Requests & Data Protection Officer: Newcastle Council act on behalf of NECA and The North East LEP for the purposes of FOI requests where information would be shared with these Officers on this basis.

Further Information

If you require further information or if you have any concerns. Please contact the NECA Monitoring Officer.