

## Privacy Notice – Commonwealth Jobs and Skills Academy

<b>Introduction</b>	<p><b>West Midlands Combined Authority (WMCA)</b> is responsible for the Commonwealth Jobs and Skills Academy which will create sustainable jobs across the region.</p> <p>To deliver the Commonwealth Jobs and Skills Academy WMCA has partnered with training and education establishments to provide you with training opportunities, higher level skills training, and specialised dedicated support.</p>
<b>Who is collecting your personal data?</b>	<p>In order to provide you with skills and training your personal data will be processed. This will mainly be processed by the organisation that is directly providing you with the training/education and has been funded to deliver that training by WMCA.</p> <p>WMCA is responsible for any personal data you provide directly to us or is shared with us by the training/education provider. For this data we are the Data Controller in terms of the Data Protection Act 2018 (please find our contact details below). We recognise this information is important to you, and we will only use it fairly, correctly and safely in line with the UK's data protection laws.</p>
<b>Your personal data – what is it?</b>	<p>Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of data is governed by the Data Protection Act 2018.</p>
<b>How do we process your personal data?</b>	<p>WMCA complies with its obligations under the Data Protection Act by:</p> <ul style="list-style-type: none"> <li>• Only collecting from you what we are lawfully permitted to;</li> <li>• Only using information, we collect in a lawful and fair manner;</li> <li>• keeping personal data up to date;</li> </ul>

	<ul style="list-style-type: none"> <li>• storing and destroying it securely;</li> <li>• not collecting or retaining excessive amounts of data;</li> <li>• protecting personal data from loss, misuse, unauthorised access and disclosure;</li> <li>• ensuring that appropriate technical measures are in place to protect personal data;</li> <li>• ensuring your privacy is lawfully protected.</li> </ul>
<b>Why we need your personal data</b>	<ul style="list-style-type: none"> <li>• To assess your eligibility for training;</li> <li>• To provide you with training supported by WMCA;</li> <li>• To monitor the delivery of the service.</li> </ul>
<b>What information will we collect?</b>	<p>We may require from you the following categories of information:</p> <ul style="list-style-type: none"> <li>• Your name;</li> <li>• Contact number,</li> <li>• Postal address,</li> <li>• Email address;</li> <li>• Date of Birth;</li> <li>• Your employment status and earnings;</li> <li>• Details about the courses you attended;</li> <li>• Details about the delivery of the courses and results achieved;</li> <li>• Details about your employment;</li> <li>• Your views and comments on the services provided to you.</li> </ul>
<b>Ways in which we will collect information</b>	<p>We may collect information from you via:</p> <ul style="list-style-type: none"> <li>• The organisation providing training/education to you;</li> <li>• Website forms;</li> <li>• Email communications;</li> <li>• Telephone;</li> <li>• Face to face.</li> </ul>

How the law allows us to use your information?	<ul style="list-style-type: none"><li>• There is a contractual agreement to provide you training/education;</li><li>• You have consented to undertake evolution feedback;</li><li>• Where WMCA have responsibilities to perform a task in the public interest or is exercising an official function which has a clear basis in law.</li></ul>					
Who do we share your information with	<p>We will only share information that is necessary and permitted under the Data Protection Act 2018. Any information shared will be proportionate and limited only to what is necessary.</p> <p>We will not share your information with anyone except:</p> <p>a) Where we have your permission;</p> <p>b) Where required for any services we are providing you;</p> <p>c) If permitted to share by data protection legislation.</p> <p>Sharing will only take place under strict contractual agreements and/or sharing agreements.</p>					
What we will do with your information	<p>When deciding what personal information to collect, use and hold, we are committed to making sure that we:</p> <ul style="list-style-type: none"><li>• Only collect, hold and use personal information where it is necessary and fair to do so;</li><li>• Keep your personal information secure and safe;</li><li>• Securely dispose of any personal information when it is no longer needed;</li><li>• Be open with you about how we use your information and who we share it with; and</li><li>• Adopt and maintain high standards in handling any personal information</li></ul>					
How long do we keep your personal information?	<p>In accordance with WMCA Data Retention and Disposal Policy your data will be kept for a controlled limited period and no longer than it is necessary.</p>					
What you can do with your information?	<p>You as the Data Subject, have the following rights, subject to conditions set out in the Data Protection Act 2018.</p> <table><tr><th>Rights</th><th>Description</th></tr><tr><td></td><td></td></tr></table>		Rights	Description		
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	<p><b>Access</b> – You have a right to get access to the personal information we hold about you</p>	<p>If you would like a copy of the personal information, we hold about you please contact us at:</p> <p>Email: <a href="mailto:Information.officer@wmca.org.uk">Information.officer@wmca.org.uk</a></p> <p>Address: Data Protection Officer, 16 Summer Lane, Birmingham, B19 3SD</p>
	<p><b>Rectification</b> – You have a right to rectification of inaccurate personal information and to update incomplete personal information</p>	<p>If you believe that any information that we hold about you is inaccurate, you have a right to request that we restrict the processing of that information and rectify the inaccurate personal information.</p> <p>Please note that if you request us to restrict processing your information, we may have to suspend any services we provide to you.</p>
	<p><b>Erasure</b> – You have a right to request that we delete your personal information</p>	<p>You may request that we delete your personal information if you believe that:</p> <ul style="list-style-type: none"> <li>• we no longer need to process your information for the purposes for which it was provided;</li> <li>• we have requested your permission to process your personal information and you wish to withdraw your consent; or</li> <li>• we are not using your information in a lawful manner.</li> </ul> <p>Please note that if you request us to restrict processing your information, we may have to suspend the services we provide to you</p>
	<p><b>Restriction</b> – You have a right to request us to restrict the processing of your personal information</p>	<p>You may request us to restrict processing your personal information if you believe that:</p> <ul style="list-style-type: none"> <li>• any of the information that we hold about you is inaccurate;</li> <li>• we no longer need to process your information for the purposes for which it was provided, but you</li> </ul>

		<p>require the information to establish, exercise or defend legal claims; or</p> <ul style="list-style-type: none"> <li>• we are not using your information in a lawful manner.</li> </ul> <p>Please note that if you request us to restrict processing your information, we may have to suspend the services we provide to you.</p>
	<b>Portability</b> – You have a right to data portability	Where we have requested your permission to process your personal information or you have provided us with information for the purposes of entering into a contract with us, you have a right to receive the personal information you provided to us in a portable format
	<b>Objection</b> – You have a right to object to the processing of your personal information	<p>You have a right to object to us processing your personal information (and to request us to restrict processing) unless we can demonstrate compelling and legitimate grounds for the processing, which may override your own interests, or where we need to process your information to investigate and protect us or others from legal claims.</p> <p>Please note that if you request us to restrict processing your information, we may have to suspend the services we provide to you</p>
	<b>Withdraw consent</b> – You have a right to withdraw your consent	<p>Where we rely on your permission to process your personal information, you have a right to withdraw your consent at any time.</p> <p>We will always make it clear where we need your permission to undertake specific processing activities</p>
	<b>Lodge complaints</b> – You have a right to lodge a complaint with the regulator.	If you wish to raise a complaint on how we have handled your personal information, you can contact our Data Protection Officer who will investigate the matter.

		We hope that we can address any concerns you may have, but if you remain unhappy you can contact the Information Commissioner's Office (ICO). For more information, visit: <a href="https://ico.org.uk">ico.org.uk</a>
<b>How to contact us</b>	<p>For further details on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you please contact <a href="mailto:Information.officer@wmca.org.uk">Information.officer@wmca.org.uk</a> or contact the Data Protection Officer at:</p> <p>Data Protection Officer  West Midlands Combined Authority  16 Summer Lane,  Birmingham,  B19 3SD</p>	
Main Privacy Notice	<a href="#">Read our main Privacy Notice</a>	