

Tech Scale Up Advisors – TECH SY Expansion Pilot Programme Privacy Policy

1. Who is the data controller for Tech Scale Up Advisors Programme personal data?

Under the UK General Data Protection Regulation (UK GDPR), BMBC is the controller for all personal data required to help deliver the Tech Scale Up Advisors Expansion Pilot programme on behalf of the South Yorkshire Mayoral Combined Authority through the TECH SY programme. BMBC collects and processes the information of applicants of the Tech Scale Up Advisors programme to undertake support services within the programme as well as necessary checks to ensure the validity of the applicant and/or their business and their fulfilment towards residency requirements as part of the programme to support tech startups in South Yorkshire.

BMBC will collect and process information in accordance with strict data protection legislation. The law informs you of your rights about your personal information and our responsibilities in keeping it safe and processing it correctly.

BMBC is registered with the Information Commissioners Office as a Data Controller. Our registration number is **Z5121328**.

Find out more about Data Protection on the [Information Commissioner's Office](#) website.

If you're hard-of-hearing, you can [watch a BSL video](#) to learn how the UK General Data Protection Regulation (GDPR) may affect you.

More information on BMBC's privacy promise can be found here: [Your privacy](#)

BMBC will be processing personal data according to the following lawful basis:

Article 6(1)(b) of the UK General Data Protection Regulation (GDPR):

'the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.'

The Data Protection Act 2018 states that any personal data we collect and hold about you has to be:

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed
- processed in a manner that ensures the appropriate level of security for the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

The controller shall be responsible for and be able to demonstrate compliance with the above principles.

2. What personal data will be collected?

Depending on the nature of activities of the project and the indicators listed under each activity, the following information for each direct or indirect beneficiary where these are individuals may be collected

- name of business representative and business
- ethnicity
- gender
- email address
- duration of support
- intensity of support
- outcomes of support

BMBC may collect special category data on ethnicity.

3. Who will my personal data be shared with and how will it be used?

Your details will be stored securely and retained in compliance with GDPR and the Data Protection Act.

This information will be used to measure and track progress of the support services provided by the Tech Scale Up Advisors. This data will be collected and securely stored by the Tech Scale Up Advisors recruited by Sheffield City Council, where they will have access to information of all the businesses being supported under this programme.

The Tech Scale Up Advisors will utilise this information to keep track of the goals of the supported business and determine the next steps for their support as well as evidence back to the programme management and advisor team. You may be contacted by one of the Tech Scale Up Advisors using the details you provide for the purposes of the support offered in this programme. This information will not be transferred by the Tech Scale Up Advisors outside of the platform except for these purposes.

This information will also be used to evaluate this project and to report to the South Yorkshire Mayoral Combined Authority (SYMCA) for monitoring and evaluation purposes.

Your details will be used to support the TECH SY programme research and evaluation activities. BMBC will need to share all or some of your personal data with the SYMCA evaluator of the TECH SY programme. In some cases, the SYMCA evaluator, i.e. independent external contractors commissioned by SYMCA, may use the contact details to contact a sample of direct or indirect beneficiaries for the purpose of the evaluation of the programme. It is likely that the survey methodology will need to incorporate a variety of approaches in order to maximise the survey response rate (for example, telephone survey, written survey, and e-mail survey) - hence the need for a variety of contact details required for each participant. SYMCA may also need to share with other government departments and other local authorities in the SYMCA region.

BMBC or SYMCA will not give any personal data to any other organisation unless needed for the purpose of the evaluation and will instruct them not to use it to contact individuals for any reasons not connected with the purpose directly relating to the evaluation. If BMBC or SYMCA must pass on the data, it will only provide what is needed, and if possible, will remove the details that might identify individuals personally.

BMBC will share your information with the relevant Local Authority of where the applicant resides within. This is to enable assistance from the Local Authority to review and assist in scoring applications. This is also to enable further business support on offer from the individual Local Authority to be co-ordinated for the business or founder.

We will only store your details and communicate with you in any shape or form if you have opted in to allow us to do so. Should you at any time wish to opt out from us contacting you please contact the TECH SY Programme team and request to be removed from all mailing lists. We will then confirm that the requested action has been completed, after which time no further correspondence will be sent to you.

Trove Ventures and SYMCA will not keep your personal data for longer than the organisations need but as a minimum, will retain data for two years after the closure of the programme.

4. **What are individual's rights?**

Tech Scale Up Advisors participants cannot claim the following rights in terms of personal data:

- right to erasure ("right to be forgotten")
- right to portability of their data

The data collected is your personal data, and you have the right, subject to lawful data requirements

- to see what data we have about you
- to ask us to stop using your data
- to ask us to delete your data, or to correct your data if there is no longer a justification to process it
- to lodge a complaint with the Independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law

5. **Automated decision making**

Your personal data will not be subjected to automated decision making

6. **Contact details**

If you need to contact us to further discuss how we use your information, ask for a copy of the information we hold about you or make a complaint, please contact a member of the TECH SY Programmes team.

Email TechSYProgrammes@barnsley.gov.uk