

Caselink Privacy Notice- Barclays 100x100 Fund

In order to be able to report and assess the success of the Barclays 100x100 fund we need to record and store data about you. This document tells you how we store and share this information in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2018. It also explains how you can go about viewing this data. If you have any questions please talk to your advisor.

This document explains

- What legal basis we are collecting the data under.
- Where and how the data you are providing will be stored.
- What the data you have provided will be used for
- What your rights are in terms of accessing the data
- How long the data will be retained

Legal Basis for Data Collection

Our legal basis for processing your information are;

- 6 (1) (f) It is necessary for the purposes of a legitimate interests pursued by the controller.
- 9 (2) (j) It is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, with appropriate safeguards in place
- Legitimate Interest - We need to collect the data to ensure we can monitor and report where the fund has been spent and, in broad terms, who has benefitted from it. By broad terms we mean how many males, or how many people who are out of work, have accessed the fund. Similarly, we will be able to report in general terms what the money has been used for.

Collection and Storage of Data

- We collect and store data you have given us on paper files which are held securely within our offices.
- In addition, your data will be stored on a Management Information System managed by Capital City Partnership, in this instance the Data Controller. The information is held securely on an ISO27001 and ISO9001 certified data hub accessed through a Comodo security vetted data transfer protocol. In addition it is only accessible by authorised individuals who need a password to log in to the MIS.
- Data is stored within the UK and is not transferred abroad.

What will the data you have provided be used for?

- Capital City Partnership and the Barclays 100x100 Fund will use the data to monitor the project. This will allow us to highlight broad findings on how well the project has operated answering questions such as how many females benefitted from the service or how many people who are out of work, have accessed the fund. Similarly, we will be able to report in general terms what the money has been used for.

Your rights in terms of accessing the data

- You can see and amend any of this information at any time, simply contact your caseworker or advisor to discuss what you will need to do.

Data Retention

- This information will be retained on the MIS system no longer than 7 years after your last support session. This is to allow the organisations who fund the project to Audit the records which could happen up to a seven year period.

Subject Access Request

If you, as the client, require access to the data stored in relation to the support you are receiving, in the first instance you should contact

Chris Nicol, Business Information Manager, Capital City Partnership, 165a Leith Walk, Edinburgh EH6 8NR

chrisnicol@capitalcitypartnership.org

Requests should be in writing and you should receive a response within one month.

If you have any complaints, feel that data is being held against your wishes or generally want some advice, please look at the Information Commissioners Website <https://ico.org.uk/for-the-public/personal-information/>

The Information Commissioners Office are the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.