

**Mid Wales Regional Skills Partnership Business Cluster Group
(the “RSP BCG”) for Mid Wales, Partneriaeth Sgiliau Rhanbarthol, Canolbarth
Cymru.**

Privacy Notice

Please read the following notice in alignment with the Terms of Reference.

The type of personal information we collect.

We currently collect and process the following information:

- Your Business / Organisation name and address, contact name and email address.

How we get the personal information and why we have it.

As a member of the Business Cluster Group, most of the personal information we process is provided to us directly by you for the following reasons:

- Communication purposes - as a direct means of contact to receive electronic calendar invitations, emails, meeting papers and to share relevant information amongst the “RSP BCG”.
- The email address and contact name provided by you will be included and seen by other members of the “RSP BCG” on all calendar meeting invitations and used in all group correspondence.

We may share this information with third parties supporting our aims such as Welsh Government, Chambers Wales, Careers Wales and FSB.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information are:

- **Information is being used to perform a task in the public interest.**
- If you have any concerns or would like to opt-out of future communications, please email midwalesrsp@powys.gov.uk

How we store your personal information.

The Mid Wales Regional Skills Partnership works in partnership with the Growing Mid Wales programme, Ceredigion County Council (CCC) and Powys County Council (PCC). Data will be held by PCC and only authorised staff within CCC and PCC will have access to information captured.

We will keep your contact details as described above while you are a member of the “RSP BCG”.

If you leave the group and do not wish to receive any further correspondence from the RSP please opt-out by emailing midwalesrsp@powys.gov.uk. We will then dispose your data from the server within one month.

Your data protection rights.

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at midwalesrsp@powys.gov.uk if you wish to make a request.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>