**Freedom of Information, Confidentiality and Privacy Notice**

West Yorkshire Combined Authority (the Combined Authority) is the accountable body for Leeds City Region Enterprise Partnership (LEP). The Combined Authority will respect the confidentiality of applicants where possible and will not share application information, without consent, with any third party not directly involved in the application process. However, the Combined Authority is subject to the Freedom of Information Act 2000 (FOIA) and in certain circumstances is required to release information that it holds, if specifically requested to do so or in line with the Transparency Code. The Combined Authority, in its absolute discretion, may decide to withhold the disclosure of certain information due to a statutory FOIA exemption in certain circumstances (though it will seek to consult with you beforehand if possible).

Please indicate if there is information that you have supplied as part of your application that you believe should not be disclosed as:

i) it is provided by you to us in confidence (and is thus subject to the exemption from disclosure in s. 41 FOIA); and/or

ii) it would be likely to prejudice the commercial interests of any party if released (and is thus subject to the exemption from disclosure in s. 43(2) FOIA)

**Please delete as appropriate:**

* Yes
* No

However, a final decision as to whether or not to disclose information under the FOIA rests with the Combined Authority. The Combined Authority is subject to the Local Government Transparency Code and, if your application is successful, will publish your company name and amount of grant awarded on its website. For the purposes of the Data Protection Act 2018, the ‘controller’ of the personal data which you provide in the attached form is the West Yorkshire Combined Authority (“The Combined Authority”, “we”, “us”) of Wellington House, 40-50 Wellington St, Leeds LS1 2DE (tel: 0113 251 7272) who are the responsible statutory body for the Leeds City Region Enterprise Partnership (“LEP”) and WY Metro. The Combined Authority is registered with the Information Commissioner’s Office with registration number ZA051694.

Screen Yorkshire is collecting this data and will process it for the purpose of assisting the Combined Authority with assessing applications for grant payments in connection with the Creative Catalyst Programme.

**We will not share your information with any other organisation or third party. There may be other circumstances in which we may share or use certain information about you, which are:**

1. if we have a legal obligation to do so or if we are required or requested to do so by a competent authority such as the police or a court;
2. if we need to use or disclose your information to obtain legal advice or in connection with legal proceedings;
3. if we need to share your information to protect your vital interests if you are unable to give us consent or it is unreasonable for us to ask for your consent in the circumstances (e.g. if you are injured).

We will retain your information for a period of 9 years. This is in accordance with our information retention policy and on the expiration of such period we will safely delete it.

Information provided to the Combined Authority will be processed under Article 6(1)(b) of the GDPR which states that processing is necessary for the performance of a contract to which the data subject is party as well as Article 6(1)(e) of the GDPR which states that processing is necessary for the purposes of a task carried out in the public interest or in the exercise of official authority vested in the controller.

As a data subject you have a number of rights under the DPA. These include the right to access the information which we hold about you. In some cases, you may have a right to have your personal data rectified, erased or restricted, and to object to certain use of your data.

This would not affect the legality of what we do with your personal data before you make such a request and would not stop us from continuing to use your data to the extent that we do not require your consent. It would stop us from further using data for purposes which require your consent (e.g. marketing).

If you are unsatisfied with the manner in which we collect or handle your personal data you have a right to make a complaint to the Information Commissioner’s Office. Information about how to make complaints can be found on the ICO’s website at <https://ico.org.uk>

For further information, or to contact us to make a request, please visit <https://www.westyorks-ca.gov.uk/contact/>. The Combined Authority’s Data Protection Officer can be contacted at [RBrookesDPO@westyorks-ca.gov.uk](mailto:RBrookesDPO@westyorks-ca.gov.uk)