

# Refugee Women in Business Project

## Privacy notice

This privacy notice covers Migration Yorkshire project: Refugee women in business.

### **What is Refugee Women in Business?**

Refugee Women in Business project offers tailored support to early-stage entrepreneurs. It also helps build a bridge between refugee communities and business support agencies, as well as financial institutions. The project is funded by West Yorkshire Combined Authority and will run between November 2023 and August 2024.

### **The data controller for this project**

Migration Yorkshire is based in Leeds City Council, and the council is the data controller for all personal data as part of the project.

Jane Walton, a Business Consultant and University of Leeds will be data processors to support in the delivery and evaluation of the project and West Yorkshire Combined Authority, our funders, in evidencing delivery of the project.

### **The data we will collect**

The project will collect the following information when you express an interest in taking part in the project.

- Your name Your e-mail address.
- Your telephone numbers.
- The name of your Local Authority
- Your nearest town
- Your employment status
- Your gender
- Your immigration status

If you are accepted onto the project, we will collect some additional data.

- Your age
- Your ethnicity
- Number of dependants
- Any existing health condition or disability that may impact your day-to-day activities.

You will also be contacted by a researcher from the University of Leeds, as part of the project, to seek your feedback, and invite you to participate in focus groups and personal interviews. You will be issued with a separate consent to explain the process and the options available to you.

## **Why we process your data**

- To respond to your enquiry efficiently.
- To check eligibility for the project.
- To better understand the needs and characteristics of the enquirer, for effective delivery of the project.
- Share relevant information with supporting organisations and partners where required (e.g., offers of help, or service delivery).
- Keep you up to date with all aspects of this project.
- To gather data about your participation and experience of this project. Any data provided by you in focus groups and personal interviews will be used to prepare a final evaluation report, which will be shared with researchers, funders, Migration Yorkshire, and their partners. The report will not contain any personal data about you or your individual responses, which you provided during the project.

All the data collected during the project will be treated in strict confidence and in accordance with the requirements of the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR). The data provided by you will not be used for any purpose, other than this project.

## **Legal basis for processing**

The legal basis we are relying on for processing your personal data is consent and necessary for the performance of a task under Article 6(1)(b) contractual obligation; Article 9(2)(a) consent and Article 9(2)(j) University of Leeds to cover research.

## **Withdrawing your consent**

You have the right to withdraw your consent from participating in the project at any time. If you decide that you no longer wish to participate in the project, please contact us.

## **Data retention, storage, and destruction**

Our data retention policies and procedures are designed to help ensure that we comply with our legal obligations in relation to the retention, storage, and deletion of personal data.

Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. We will retain your personal data as follows:

- The information collected from any initial expressions of interest, will be stored securely on Leeds City Council networks for a period of 2 months until January 2024 and then, if you are not accepted onto the project, securely destroyed, within 1 month.
- If you are accepted onto the project, any information collected will be kept until December 2024 and then securely destroyed, within 1 month.
- Any information collected by focus groups and personal interviews by the University of Leeds, for research and evaluation purposes only, will be retained for up to three years after data collection or two years after publication is completed, whichever is longer. Data collected will not reveal any research participants' personal details and to ensure anonymity identities will be concealed using pseudonyms. All data will be secured confidentially and in accordance with University of Leeds policies.

- When we receive a request to delete your personal data, it will be deleted within 7 days. Whilst we will delete all your personal data, we may not be able to remove all that data retrospectively that has already been used within analysis and reports.
- If you get in touch to opt-out of the project, we will treat this as withdrawal of your consent and will make arrangements to delete your personal data.

## **Who we can share your data with**

Migration Yorkshire, Leeds City Council will not share your personal data with any other party except with its delivery partners, Jane Walton, a Business Coach, who will use this information in the delivery of project workshops and 1:1 mentoring sessions and the University of Leeds, who will use this information to undertake research and evaluate the project.

In addition, we will share your personal data:

- Where such disclosure is necessary for compliance with a legal obligation to which we are subject
- To protect your vital interests or the vital interests of another natural person
- For the purposes of security and prevention of fraud and other criminal activity
- Where such disclosure is necessary for the establishment, exercise, or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure

## **Automated decision making**

Your data will not be used for any automated decision making, including profiling.

## **Your rights**

Your principal rights under data protection law are:

- the right to access - you can ask for copies of your personal data.
- the right to rectification - you can ask us to rectify inaccurate personal data and to complete incomplete personal data.
- the right to erasure - you can ask us to erase your personal data.

- the right to restrict processing - you can ask us to restrict the processing of your personal data.
- the right to object to processing - you can object to the processing of your personal data.
- the right to data portability - you can ask that we transfer your personal data to another organisation or to you.
- the right to complain to a supervisory authority - you can complain about our processing of your personal data.
- the right to withdraw consent - to the extent that the legal basis of our processing of your personal data is consent, you can withdraw that consent.

These rights are subject to certain limitations and exceptions. You can learn more about the rights of data subjects through the Information Commissioner's Office [external link](#).

You may exercise any of your rights in relation to your personal data by written notice to us, using the contact details set out below.

## **When your data gets sent to other countries**

The information you provide will not be transferred to another country outside of the EU.

## **Contact us.**

Any queries in relation to this project should be forwarded to:

Leeds City Council Ewa Lelontko, Employer Engagement Manager, Migration Yorkshire

Phone: 0113 37 88188

Email: [events@migrationyorkshire.org.uk](mailto:events@migrationyorkshire.org.uk)

## **More information about your rights**

Migration Yorkshire is based in Leeds City Council, and the council is the data controller for this data. For details of your rights under UK data protection legislation, including details of the council's Data Protection Officer, your rights as a data subject, and your right to complain to the Information Commissioner's Office are available, see [the Leeds City Council privacy notice](#).

## **Changes to this notice**

We keep our privacy notice under regular review. We will notify you of significant changes to this notice by email or other means as appropriate. This privacy notice was last updated December 2023.

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**Source URL:** *<http://migrationyorkshire-act.leeds.gov.uk/refugee-women-business-project-privacy-notice>*