

Privacy Notice - Lift to Grow

Who we are

London Borough of Newham (LBN) is registered with the Information Commissioner's Office (ICO) as a 'Data Controller' This privacy notice applies to you ('the service user') and LBN ('the Council'). The Council takes the privacy of your information very seriously.

This privacy notice relates to our functions relating to Lift as we Climb, it provides additional information that specifically relates to this service, and should be read together with our [general privacy notice](#), which provides more detail.

What data do we collect

We collect your name, postcode, ethnic group, age band and gender

Why we collect your data

We collect your data so that we can refer you to the organisation responsible for the Lift as we Climb Programme and enable us to report to the grant funder on our targeted reach and delivery.

The lawful basis for processing your data

The lawful basis we use to process your data as set out in UK data protection legislation is:

Article 6(a) Consent: the individual has given clear consent for us to process their personal data for a specific purpose. You can withdraw your consent at any time. You can withdraw your consent at any time

Article 6 (e) Public task: the processing is necessary for us to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

How we use your data

We will use your data to monitor and evaluate the success of the Lift as we Climb Programme according to our grant objectives.

Who we will share your data with

We will only share your data with EXIT Foundation for the purposes of booking your appointment

How long we will keep your data

We will keep your data safe and secure for a period of 3 year(s) in line with our retention Schedule. After this time, it will be securely destroyed.

How do we protect your data

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of information. Staff access to information is provided on a need-to-know basis and we have access controls in place to help with this.

Know your rights

We process your data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Find out about your rights at [Your rights – Processing personal data privacy notice – Newham Council](#) or at <https://ico.org.uk/your-data-matters/> If you have any queries or concerns relating to data protection matters, please email: dpo@newham.gov.uk