

## RISE SME Privacy Notice

**This Privacy Notice is for enquirers and potential RISE employers. We are obliged to provide you with the following information to explain how and why we are processing your personal data and how you can exercise your legal rights. The project takes the confidentiality of all the personal data it holds very seriously.**

### The Project

RISE is a unique business support initiative focussed on enabling business growth and retaining graduate talent within the Sheffield City Region's economy. RISE brings together growing small and medium sized enterprises (SMEs) with suitably qualified graduates who match specific business needs; enabling businesses to overcome barriers and develop the know-how to become successful graduate employers. RISE is delivered in partnership by Sheffield City Council, Sheffield Hallam University, the University of Sheffield and a private sector graduate recruitment specialist, Gradconsult. It is part-funded by the England European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020.

### Your Personal Data

Gradconsult Ltd is responsible for delivering the RISE business support, managing the graduate recruitment process and gathering and processing the personal and business data from potential employers. All of the data held is collected directly from you when you access services provided by the project.

The project needs to hold and process the following personal data:

When you register your interest in RISE via the RISE website:

- Full name, business telephone number, business email address.

When you proceed to access support via RISE with a view to recruiting a graduate a 'Company Information Form' and 'Business Diagnostic' will be completed to record:

- Full business contact details, including name, email address, telephone number, address
- Non-personal business information to verify eligibility and the SME status e.g. turnover, balance sheet total, no of employees
- Details of your requirement and the agreed support to be provided.

The non-personal business information is considered "OFFICIAL" information under the Government's security classifications (2018) and is subject to a duty of confidentiality.

### Lawful Basis For Processing

The lawful basis for processing the data you provide is to enable us to 'deliver a task in the public interest'.

Your data will be processed and shared with the named partners in order to assess your eligibility to access the project and to provide you with tailored business support and advice. It is necessary to process your data in order for us to deliver the service you have signed up for, as outlined below. You have the right to withdraw consent at any time for our processing of your personal data.

## **Purpose**

The purposes for which we are processing your personal data are to:

- Provide you with the tools and know-how to recruit a RISE graduate. This includes identifying the nature of the role you are seeking to offer and the development of a job description, and to support you through the recruitment, assessment and induction processes.
- Invite you to attend the Employer's Briefing, which is a condition of the support.
- Contact you by phone or email about the status of your recruitment process.
- Provide you with advice and support throughout the recruitment process and up to 6 months after the applicant's start-date.
- Inform you of forthcoming recruitment cohorts, where you've expressed an interest.
- Monitor the quality and effectiveness of business support and recruitment processes - this could include gathering statistical data or feedback relating to the experience of employers
- To satisfy the requirements of our ERDF funding obligations with the Ministry of Housing, Communities and Local Government (MHCLG), it is a contractual obligation for the project to process the data you have provided for monitoring purposes, to compile our funding returns to MHCLG, for statistics & research, and to conduct an evaluation of the project. Any data that is included in the project evaluation will be aggregated and/or anonymised. MHCLG may also use your details to contact you directly to take part in a national evaluation of the ERDF Programme.

## **Recipients**

Your personal data will be shared by us with:

- Graduate applicants who progress through to a final interview
- The University of Sheffield and Sheffield Hallam University will receive personal contact data in order to offer business support following the recruitment process
- Sheffield City Council will receive personal contact details for the purposes of project management, PR, marketing, and to invite feedback into any future development of the RISE project. In all cases where personal data is used for PR or marketing, we will seek your consent.
- The Ministry of Housing, Communities and Local Government (MHCLG) will receive contact details for all beneficiaries as part of the contractual ERDF funding submissions, including those who receive support but do not go on to appoint a RISE graduate.
- Technical supplier of the Trello System, which is the project management platform for RISE.

## **Transfers Outside the EU**

The project does not transfer applicant data outside of the EU.

## **Retention**

Your personal and official data will be kept by us for the following durations:

- The retention of contact information collected via the RISE website will be dependent on how you wish to proceed. Data will be stored a) as part of the relevant cohort's recruitment records if you go on to recruit a graduate, b) on our mailing list, which is a database of contacts who will be emailed with details of future cohorts, retained for the duration of the project, or c) permanently deleted if when contacted you state that you are not interested in applying for current or future RISE opportunities.

- It is a condition of our ERDF Funding Agreement that RISE beneficiary data including personal and company information, recruitment records and associated files, and details of the outcome of the support must be securely retained for audit purposes until 2033. After this period your data will be fully anonymised and retained for research and analysis purposes only.

## Data Subject Right

You have the right to request information about how your personal and official data is processed, and to request a copy of that personal data.

- You can request a copy of your personal and/or official data, in machine-readable format, by emailing [rise@sheffield.gov.uk](mailto:rise@sheffield.gov.uk)
- You have the right to request that any inaccuracies in your personal and/or official data are rectified without delay.
- You have the right to request that your personal and/or official data is erased if there is no longer a justification for it to be processed.
- You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal and/or official data is restricted.
- Your data is not processed for direct marketing purposes unrelated to the RISE project.

For more information about these rights, or if you wish to exercise them, please see the Contact Details section.

## Contact Details

The RISE project is delivered in partnership by Sheffield City Council, Sheffield Hallam University, The University of Sheffield and Gradconsult Ltd. Sheffield City Council as the Lead Partner for the project is the Data Controller for your personal and official data and Gradconsult Ltd as the main delivery partner are Processors of your personal and official data.

The contact details for the RISE Data Controller:

RISE Programme Manager, Sheffield City Council:  
[natalie.anwyl@sheffield.gov.uk](mailto:natalie.anwyl@sheffield.gov.uk)

For the Privacy Notices of the project Delivery Partners, the contact details of their Data Protection Officers and your right to make a complaint please see the corporate Data Protection webpages:

Sheffield City Council City Growth Department: <http://www.welcometosheffield.co.uk/privacy>

Sheffield Hallam University: <https://www.shu.ac.uk/about-this-website/privacy-policy>

University of Sheffield: <https://www.sheffield.ac.uk/govern/data-protection/privacy/general>

General information on Data Protection law is available from the Information Commissioner's Office at <https://ico.org.uk/>

## Updates to this notice

If this privacy notice changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures you are always aware of what information we collect, how we use it, and under what circumstances we will share it with other parties.