

Connected Places Catapult

Zero Emissions Flight Transport Research and Innovation Grants (TRIG: ZEF)

Programme Privacy Notice

This privacy notice will help you to understand what personal data Connected Places Catapult registered office is 170 Midsummer Boulevard, Milton Keynes, United Kingdom, MK9 1BP (CPC) collects about you, how CPC uses this personal data, and what rights you have regarding your personal data.

CPC company registration number is 11837978, and Information Commissioner Office, registration number ZA773397.

It is important that you read this notice, together with the Department for Transport's [privacy notice](#), so that you are aware of how and why we are using it.

This notice applies to individuals participating in the Department for Transport's (DfT) 2021 Zero Emissions Flight Transport Research and Innovation Grant (TRIG: ZEF) programme. This notice does not form part of any contract. This notice can be updated at any time and we will inform you if this occurs.

Personal data is any information that can be used to identify a living individual, either on its own, or in combination with other pieces of data. Examples of personal data includes your name and address.

Data processing includes the collection, use and storage of data.

The data controller is the DfT and the data processor CPC per Article 4 of the General Data Protection Regulation (GDPR) in respect of this privacy notice.

The Data Protection Officer/Manager for DfT and CPC can be contacted using the details below:

Connected Places Catapult

Email: DPM@cp.catapult.org.uk

Telephone: 01908 359 999

Department for Transport

Email: DataProtectionOfficer@dft.gov.uk

Telephone: 0300 330 3000

The lawful bases under GDPR which we process your personal data are:

- Processing under contract
- Processing using consent

Processing under contract

CPC processes your personal data for the purposes of administering the DfT contract to which you or your organisation are a party.

The administration of the DfT contract allow CPC to promote and deliver services on behalf of DfT and assess whether your application meets the criteria and scope of the TRIG: ZEF programme. The programme operates on an open and transparent basis. Your application will be assessed against the assessment criteria, detailed in the Application Guidance document for TRIG: ZEF found on our website

CPC process your personal data as it is necessary for the performance of the DfT contract, or to take steps prior to entering into a contract, to which you or your organisation are a party, per Article 6(1)(b) of the GDPR.

You have the following rights regarding your personal data:

- You have the right of access to your data
- You have the right to correct your data if it is incorrect
- You have the right to ask for a copy of your data to be transferred to another organisation
- You have the right to ask for your data to be deleted

If you wish to exercise your rights please contact the CPC Data Protection Manager.

If you do not provide all of the requested personal data then CPC may not be able to enter into and perform the contract.

Processing using your consent

CPC processes your personal data to provide and administer services to perform tasks relating to CPC assessing and awarding grant funding for the Zero Emissions Flight Transport Research and Innovation Grant (TRIG: ZEF). This data processing is based on your consent. These services include, but are not limited to assessing whether your application meets the criteria and scope of the TRIG: ZEF programme.

CPC relies on your consent to process your personal data for any of the services listed above. You do not have to provide your consent and you can withdraw at any time.

If you do not provide your consent for CPC to process your personal data for a specific service that is offered under the lawful basis of your consent then we might not be able to provide that service to you in full.

Where CPC is relying on your consent to process your personal data, you have the right to withdraw your consent at any time. If you are unsure how to withdraw your consent please contact the CPC Data Protection Manager above.

You do not have the right to withdraw consent if CPC is not relying on your consent to process your data.

You have the following rights regarding your personal data which is processed under the lawful basis of your consent:

- You have the right of access to your data
- You have the right to correct your data if it is incorrect
- You have the right to ask for your data to be deleted
- You have the right to ask for a copy of your data to be transferred to another organisation
- You have the right to withdraw your consent at any time.

If you wish to exercise your rights please contact the CPC Data Protection Manager

What personal data we collect and use

We will collect the following personal data:

- Company details (inc. name, address, registration number, VAT registration number, insurance, category (type) of company, revenue, grant/funding)

- Any company links on social media (inc. Twitter, LinkedIn, Instagram, Facebook)
- Any parent company details (company name, address, telephone number, email address, contact name)
- Collaboration details of any companies involved within your project (company name, address, telephone number, email address, contact name)
- Authority details who are involved within your project (organisation name, telephone number, email address, contact name)
- Your contact details (inc. name, job title, address, telephone and mobile number, email address)
- Finance contact details (inc. name, telephone number, email address)
- Due diligence information (inc. accounts, policy and process documents, investigation/convictions/notice details, enforcement /remedial orders)
- Details on any conflicts of interest
- Details of any previous applications
- Project details (inc. project name, summary, project plan)
- Project finances (inc. individuals involved, daily rates, no. days worked, sub-contractor charges, material cost and other expenses)
- Your IP address

How we collect your personal data

Your personal data will be collected directly from you to support your application to the TRIG: Drones 2021 programme; this information can be collected when:

- Completing the application form
- Participating in interviews
- Attending workshops
- Attending commercial events
- Understanding impact of the TRIG programmes

What sensitive personal data we collect and use

We will collect the following personal data:

- Age
- Gender
- Ethnicity
- Disability status

How we collect your personal data

Your sensitive personal data will be collected directly from you to understand the diversity and inclusion of the applications to the TRIG: ZEF 2021 programme; this information can be collected when:

- Completing the application form
- Completing the voluntary EDI form (at the end of the application form)

How we use your data

The data submitted as part of the main TRIG: ZEF application form will be used to determine the companies which will be accepted into the programme and receive the grant funding. The data submitted as part of the voluntary EDI Your personal information collected will be used to allow us

to understand the diversity and inclusivity of the applicants to the TRIG programmes. The collated data across the TRIG programmes will be used to analyse how the programmes can be more inclusive in their nature through the language used for challenges set by the funder and the applicant scouting processes.

Data transfers

Your personal data is shared with DfT which CPC has a lawful agreement with to process information on its behalf. We will share your personal data with third parties including:

- Companies, Governments, Local Authorities looking for innovative thinking companies within the programme
- IT support companies that maintain, and support the Connected Places Catapult partner website (<https://www.f6s.com/f6s>).

You personal data may be used for research or analysis purposes, to monitor performance against the DfT contract.

How we secure your personal data

We have implemented appropriate technical and organisational security measures to protect your personal data, this includes:

- Ensuring our staff complete annual training
- Ensuring personal information is only accessible and shared with individuals that have a need to access it
- Data Sharing Agreements are in place between ourselves and Department for Transport.

Please contact us if you require further information about how we secure your personal data.

How long we keep your personal data

Your personal data will be retained for no longer than is necessary for the purpose for which it was obtained.

The use of automated decision making

Your personal data is not used in any automated decision making (a decision made solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain conditions about an individual).

Change of purpose

We will process your personal data for the purpose for which we collected it. If we process your personal data for another purpose that we reasonably consider to be compatible with the original purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we will if necessary process your personal data without your knowledge or consent, in compliance with the above rules where this is required or permitted by law.

Data transfer details

Your personal data will not be transferred outside of the UK.

Should your personal data be required to transfer outside of the EEA, we will obtain written consent from DfT and contact you to let you know and the legal basis for doing so.

How to lodge a complaint

If you have a complaint regarding the processing of your personal data then please contact CPC's Data Protection Manager listed above. You also have the right to lodge a complaint with the supervising authority, the Information Commissioners Office (ICO), at any time. Should you wish to exercise that right information can be found on the ICO website (<https://ico.org.uk/>) or by calling 0303 123 1113.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial changes.