Privacy Notice for The National Lottery Community Fund Health Equality - Learning and Support Contract

From: The Innovation Unit

Please read the following information carefully as it gives you details of our learning and support activities, how we will process data as part of the Health Equality programme and your data protection rights, should you choose to participate.

Processing description:

The National Lottery Community Fund has commissioned the Innovation Unit to provide learning and support activities to the Health Equality Programme and share this learning across the programme. This England-wide programme aims to support local areas to develop effective and sustainable partnerships between the voluntary, community and social enterprise organisations (VCSE), the NHS and local authorities to improve health and wellbeing, reduce health inequalities and empower communities. The Health Equality Learning and Support contract began in January 2023 and ends in January 2026. For the purposes of these activities, The National Lottery Community Fund is the data controller and the Innovation Unit is the data processor.

Personal information the Innovation Unit will collect and how we will protect it:

As part of the Health Equality learning and support activities, the Innovation Unit will collect information from Health Equality Grantees (HEG) and other stakeholders and Grantees involved in the programme. We will collect your name and contact information limited to: professional email address, phone number, locality (region), job title, name of organisation - and information about your activities as part of the programme. We will only collect information which we need directly for the programme, to make contact with participants, to facilitate networking across the cohort and arranging wider learning events. For events, we will also collect data for accessibility purposes.

We will discuss with you how you would like to be attributed to the learning which is being generated during the sessions. We will not be collecting any quantitative research data but we will gather qualitative information throughout the process in order to better understand HEG more deeply - for instance their experiences, partnership structures, shared knowledge and challenge - via learning events and other activities for the purposes of capturing and sharing learning. When we collect data to be used in surveys or sessions, we will anonymise and aggregate this so that individuals are not identifiable. We will draw out trends and insights from the data for our reports/outputs and will not publish any identifiable data in our reports. We will not use names or identify participants in any way without consent. We will seek your consent where we plan to record any events/sessions you attend.

We will not collect primary data that covers the special category data and will not seek to link this data to any personally identifiable data.

Innovation Unit will protect your personal information in the following ways:

- Will only collect and hold the minimum amount of data we need
- Will anonymise data wherever possible and use only for the purposes stated above
- Will not process your data in ways likely to cause any harm
- Will store all personal information securely, in encrypted files on secure servers
- Not share or sell your data to marketing companies.

How the Innovation Unit will keep your data secure:

Your data will be stored securely by the Innovation Unit. We use Google suite. All of our computers have encryption and two factor authentication. Folders holding personal data have restricted access wherein only project team members are given access. Where personal data is held on our system, we restrict downloads to stop the information being removed from the secure environment. All information on our G:Suite is held in a secure and restricted server, remains confidential, encrypted and secure. In addition, we have Cyber Essentials certification and necessary software and firewalls to hold and transfer data and that staff access is limited.

We use the following technology/platforms:

- Zoom
- Google Suite including Jamboard
- Miro
- Mural
- Email
- Slido
- Microsoft Office, including Teams
- One Drive
- Survey Monkey

We will store your information in order to contact you regarding learning and sharing activities during the programme. We will review any data we hold periodically (six monthly) with our team and with The National Lottery Community Fund to ensure that we do not hold data unnecessarily. All personal data will be securely destroyed in February 2026, after the contract has ended. Non-personal data may be held for up to 6 years after the contract has completed (i.e. until February 32).

Legal basis for processing:

This process comes under the category of public task, which means that we have a lawful basis to carry out this activity because it is in the public interest, namely the learning and sharing objectives of The National Lottery Community Fund Health Equalities project. We will only collect data that is absolutely necessary.

Your data protection rights

The rights you have are set out in data protection legislation, which is designed to protect and support the personal data rights for everyone in the UK. Your rights include:

- the right to be informed about who is collecting and processing your data: we set this out above;
- the right of access: to understand what information about you is being used and how;
- the right to ask for your personal data to be erased;
- the right to request that we suspend the processing of your personal data, for example if you want us to establish whether it is accurate, or the reason for processing it;
- the right to object to our processing of your personal data.

There are other rights not listed here and exemptions may apply. For more details see the ICO website or contact our Data Protection Officer (see below).

If there are any problems with our handling of your data, we will notify you and the organisation that is responsible for regulating this where we are legally required to do so. We will not move or share information about you outside the EU and it will be held securely at all times.

Your right to complain

If you are unhappy about how your personal data has been used please contact either The National Lottery Community Fund or the Innovation Unit using the contact details below. You can also contact the Information Commissioner's Officer via www.ico.org.uk/make-a-complaint/ or at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

How to contact us:

If you have any concerns or questions about the Health Equalities – Learning and Support activities, please contact the Innovation Unit (see below).

For more information about how and why The National Lottery Community Fund and Innovation Unit use your personal data or to exercise your data protection rights please contact either:

The National Lottery Community Fund's Data Protection Officer at The National Lottery Community Fund at Apex House, 3 Embassy Drive, Birmingham B15 1TR or data.protection@tnlcommunityfund.org.uk

Innovation Unit Key Contact: Rose Minshall, Senior Innovation Consultant, Innovation Unit rose.minshall@innovationunit.org

Innovation Unit Data Protection Officer: Isabel Vasconcelos, Business & Operations Manager, Innovation Unit, contact@innovationunit.org

March 2025