



WEST YORKSHIRE COMBINED AUTHORITY MAYOR'S BIG IDEAS CHALLENGE

Privacy Notice

DOCUMENT CONTROL

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Title	West Yorkshire Combined Authority Mayor's Big Ideas Challenge Privacy Notice
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Version	Issued by	Description of change	Date issued
1.0	Information Governance Team	First published version.	11/02/2025
1.1	Information Governance Team	Revised to include processing of Applicant IDs and Parent/Guardian data when obtaining consent.	10/12/2025

1. OVERVIEW

TPXimpact Limited (“**TPXimpact**”) is running the West Yorkshire Combined Authority Mayor’s Big Ideas Challenge – Young People (“**the Challenge**”). This involves the collection and processing of personal data for Applicants and, when applicable, their Parents/Guardians. Applicants will be shortlisted to become Finalists who participate in the Challenge. Finalists who win the Challenge will be Prize Winners. This Privacy Notice tells you what to expect us to do with your personal information when you apply for the Challenge.

This Privacy Notice and any other related documents are designed to ensure TPXimpact meets all our responsibilities and obligations under all relevant and applicable legislation such as the **Data Protection Act 2018 (DPA)** and the **General Data Protection Regulation 2016 (GDPR)**.

2. HOW TO CONTACT US

If you have any questions or concerns about how we handle your personal information, please email infogov@tpximpact.com.

3. WHAT INFORMATION WE PROCESS

We collect or use the following personal information as part of the process:

- Applicant contact details (E.g. name, address, telephone number, email address or emergency contact details)
- Parent/guardian details (E.g. name, telephone number, email address & relationship to Applicant)
- Age range and/or Date of Birth
- Identification (E.g. Drivers Licence or Passport)
- Gender
- Photographs (E.g. if you provide these as part of your application or for publicity)
- Video and audio (E.g. if you provide these as part of your application)
- Racial or ethnic origin
- Disabilities
- Accessibility needs
- Dietary needs

4. LAWFUL BASES AND DATA PROTECTION RIGHTS

Under UK data protection law, we must have a 'lawful basis' for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access** – You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)
- **Your right to rectification** – You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** – You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** – You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- **Your right to object to processing** – You have the right to object to the processing of your personal data. [You can read more about this right here.](#)
- **Your right to data portability** – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [You can read more about this right here.](#)
- **Your right to withdraw consent** – As we have used consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event **within one month**.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

4.1. OUR LAWFUL BASES FOR THE COLLECTION AND USE OF YOUR DATA

Our lawful bases for collecting or using personal information is:

- **Consent:** you have given clear consent for us to process your personal data for a specific purpose. All of your data protection rights may apply.

- **Legitimate interests** – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - o Racial or ethnic origin & disabilities are collected for the sole purpose of monitoring the diversity of Applicants.
 - o Accessibility data and dietary needs are collected to ensure the necessary support is provided to assist you whilst attending events and participating in the programme.
 - o Identification is used for the sole purpose of verifying identity and age of Applicants

5. WHERE WE GET PERSONAL INFORMATION FROM

We will only collect information that we have received directly from Applicants or their Parents/Guardians.

6. HOW LONG WE KEEP YOUR INFORMATION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Once the retention period has ended we will either permanently delete or anonymise all records associated with you.

Data category	Retention period
Name & Age Range	Applicants & Finalists: 6 months after the end of the entire Challenge. Prize Winners: Up to 2 years for promotional use.
Photos	Up to 2 years for promotional use.
Identification	This is viewed to verify identity and age but is not retained.
All other data	1 month from the end of the Challenge to which you have applied.

7. WHO WE SHARE INFORMATION WITH

We may share information with the following people:

Recipient	Purpose of sharing	Data shared
West Yorkshire Combined Authority (WYCA)	Finalist and Prize Winners data will be shared for contributing to the delivery and promotion of the Challenge.	Name, contact details, age range, gender, photographs, video and audio
	Applicants data may be shared for the production of a case study if you provide consent to WYCA. You can withdraw that consent at any time by contacting DPO@westyorks-ca.gov.uk	Name & contact details
Volunteers (<i>i.e. Judges of the Challenge</i>)	Applicate data will be shared to facilitate judgement of the Challenge.	Age range, photos and video and audio

7.1. DATA PROCESSORS

We use the following data processors for the following reasons:

Processor name	Purpose of processing	Data processed	Privacy policy
Google LLC	Externally hosted data repository & email service provider	All personal data as described above	Google
Zoom	Externally hosted video conferencing provider	Name, audio and video	Zoom

TPXimpact Limited

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Company Number 06472420, Registered in England and Wales

8. CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this Privacy Notice at any time. We will publish a new Privacy Notice and notify you when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

9. HOW TO COMPLAIN

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this Privacy Notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>