

Privacy Notice

Urban Foresight Limited is registered with the ICO as an organisation that processes personal data. This privacy notice is in line with the Data Protection Act 2018.

Purpose of processing

Urban Foresight is running the Sustainable Mobility Cluster Builder, on behalf of Scottish Enterprise, the Data Controller. The project will build a database of key stakeholders involved in the sustainable mobility sector in Scotland, on behalf of Scottish Enterprise. The project is being delivered through the SPRITE programme, a framework of funding aimed at supporting innovation for SMEs, funded by ERDF, Scottish Enterprise, Scottish Government and Highlands and Islands Enterprise (HIE).

All data collected will be used for the purposes of growing the sustainable mobility sector in Scotland as well as fostering collaboration across business, academia, the public sector and more.

Data we will collect

We will collect the following data:

- Business Name
- Contact Name
- Contact details (email address and phone number)
- Company Registration number
- Number of employees.

This data will be used to contact individuals about upcoming events, funding opportunities, workshops and meetups as part of the Sustainable Mobility Cluster Builder.

Webinars delivered through the programme will be recorded and recordings may be used for marketing purposes.

Lawful basis of processing

We will process the data on the basis of legitimate interest as well as active consent in some circumstances.

You are free to withdraw consent at any stage of the process.

You are free to object to your data being processed at any time.

Your rights under GDPR will be respected.

Data Sharing

Data will be captured and processed on Eventbrite and Zoom. MailChimp will also be used to process data.

Webinars will be delivered and recorded on digital platforms Zoom and GoToWebinar.

[Eventbrite](#), [Mailchimp](#), [GoToWebinar](#) and [Zoom](#) process data outside the European Economic Area. They each abide by the Standard Contractual Clauses in accordance with Directive 95/46/EC.

Urban Foresight treats all data with utmost care and will not process data beyond what is necessary for the needs of the Sustainable Mobility Cluster Builder project.

We are contractually obliged to share the data we collect with Scottish Enterprise for the purpose of building and strengthening the sustainable mobility sector in Scotland. Data is ultimately subject to the Scottish Enterprise [privacy notice](#).

Retention of Data

Data will be held by Urban Foresight during the Sustainable Mobility Cluster Builder project. At the end of the project, it will be passed to Scottish Enterprise, and subject to their privacy notice, which can be accessed [here](#).

Urban Foresight will retain sufficient data to comply with the records retention requirements of the project's public funding bodies.

Rights

All the rights of your data will be afforded to you under data protection law. This includes the right to withdraw consent at any point in the process. You also have the right to know what data is held on you and how it will be used, as well as the right to correct your data if it is found to be incorrect and have your data deleted.

If you would like to review or query your data or its use, you can contact Urban Foresight's Data Protection Officer, Pamela Hikwa, at hello@urbanforesight.org. The DPO can also be contacted to remove any data held.