

Privacy Notice for Bolton Markets

**June 2018
V1.0**



Bolton Markets

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at www.bolton.gov.uk

This notice provides additional privacy information for:

- Members of the public
- Traders of Bolton Market

It describes how we collect, use and share personal information about you

- In relation to Bolton Markets
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Purpose(s)

We collect your personal information for the following purpose(s):

- To invoice traders and process payments
- To deliver a retail/event offer to Bolton
- To enable us to contact family in the event of an emergency

Categories of personal data

In order to carry out these purposes we collect and obtain:

- Basic details about you such as name, address, telephone number, email address.
- Nationality – special category data
- Eligibility to work in the UK
- Bank details for collecting and processing payments

Legal basis for processing

The legal basis for processing your personal information is:

- you have entered into a contract with us (e.g. casual license or longer term lease)
- in the public interest or in the exercise of official authority
- processing is necessary for reasons of substantial public interest

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.

Information sharing/recipients

We may share and receive personal information about you with the following types of organisations:

- Teams within Bolton Council in order to help deliver our service – for example the business rates team, events and marketing team, finance team, audit team and health and safety team.

We do not share any information to any external bodies of the council; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

Automated Decisions

For this service:

- All the decisions we make about you involve human intervention

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Rights of individuals

You may exercise the rights listed in the guide below in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team.

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details