

Privacy Notice for Business Bolton

**June 2018
V1.0**



Business Bolton

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 accessing Business Bolton
- Partners / other organisations using the Business Bolton service

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

- In relation to Business Bolton
- 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.

The information collected and held may be done so in a variety of ways.

Purpose(s)

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

- Process applications e.g. grant applications
- To provide support to businesses
- To provide businesses with access to financial support
- To help with business recruitment
- To share with partners where you have given consent to do so
- In relation to monitoring business engagement in Bolton

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 and date of birth.
- Business bank account details
- Manage accounts

Legal basis for processing

The legal basis for processing your personal information is:

- you, or your legal representative, have given consent
- processing is necessary for the performance of a contract e.g. when processing a grant
- in the public interest or in the exercise of official authority

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 personal information about you where you have consented for us to do so, for example if you require further business support, some of the organisations we may share personal information about include:

- The Business Growth Hub – Provide additional support to your business
- Teams within the Council in order to provide our services e.g. Business Rates, Building Control
- Recruitment agencies you may have asked for in support with recruitment
- Any memberships you may have consented to join e.g. Team Bolton
- Partners deemed relevant to providing support to your business e.g. construction businesses may be referred to the Bolton and Bury Construction Club

We will not normally share your information with organisations other than our partner organisations; 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.

As well as information collected directly from you, we also obtain or receive information from:

- Teams within the Council in order to provide our services e.g. Ask Bolton Library
- HMRC and related sources already in the public domain

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