

# **Executive Services – Economic Regeneration**

## **Privacy Notice (How we use your information)**

**The categories of information that we collect, process, hold and share include:**

- personal information (name and email address)

### **Why we collect and use this information**

We use your data to:

- supply your business with information on business advice and support; business grants and loans; local events and news relating to the local economy through a monthly e-bulletin.

### **The lawful basis on which we use this information**

We collect and use this information under the Local Government Act 2000 (Part 1: Promotion of Economic, Social or Environmental Well-Being).

### **Collecting this information**

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Storing this information**

We hold your data for as long as the individual business still wants to receive the regular e-bulletin. Once the business opts out, their details will be removed from the database instantly.

### **Who we share this information with**

We do not share this information with any other internal departments or external organisations.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information please contact Adrian Stanfield, the Council's Data Protection Officer at [foi@tmbc.gov.uk](mailto:foi@tmbc.gov.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress

- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Further information**

If you would like further information about this privacy notice, please contact Adrian Stanfield, the Council's Data Protection Officer at [foi@tmbc.gov.uk](mailto:foi@tmbc.gov.uk).

The Council collects and uses personal information for a number of purposes across all of its departments and functions. To find out more about how the Council uses the personal information it collects, please refer to the Corporate Privacy Notice <https://www.tmbc.gov.uk/privacy-notice>