**Economic Development – Privacy Notice**

**The reasons why we process your data:**

* Register business representatives.
* Opt-in to receive newsletters.
* Inspire Digital Enterprise Award programme.
* Manage email requests.
* Complete Expression of Interest process
* Complete Application Process

**How we collect your data:**

* Application form
* Telephone calls
* Online form
* Manual forms
* In Person
* Email

**The lawful basis for processing your data:**

* Legitimate Interest
* Consent

**The type of personal data we process:**

* Name
* Contact details
* Financial details

**Special (Sensitive) category data:**

Non-Applicable

**Lawful Basis for Processing Special Categories of Personal Data:**

Non-Applicable

**Processing of personal data relating to criminal convictions and offences:**

Non-Applicable

**Sharing your data:**

Rural Payments Agency - RPA

**Automated decision making :**

Non-Applicable

**How long we keep your data:**

1 year from creation for - Records relating to the provision of advice to new or existing businesses in the area on all aspects of running a business from starting a business to property, tax, employment law, business rates etc.

3 years from creation for - All records relating to the provision of advice on business continuity management in the event of a civil emergency to local businesses and voluntary organisations

1 year from creation for - All records relating to the creation and management of business awards

6 years from creation for - All records relating to the creation and management of Business Improvement Districts (BID)