



## BMBC PRIVACY NOTICE

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| <b>Document Title</b>  | Enterprising Barnsley Brexit Support Project |
| <b>Created By</b>      | Paul Tinsley                                 |
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**At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when the Council collects your personal information. This notice applies to information the Council collect in relation to the Enterprising Barnsley Brexit Support Project.**

### Stage one: Who are we?

Enterprising Barnsley is the business support/economic development arm of the Council. It works with and for businesses in the Borough to help access the relevant support needed to grow and sustain them and to create and retain jobs in the Borough to maintain and develop a vibrant local economy. The team also access external grant funding on a regular basis to fund projects aimed at supporting growth and inward investment. This work is often achieved by working in partnership with other local authorities or other business support organisations.

### Stage two: What type of information we will collect from you

Depending on the nature of activities of the project and the indicators listed under each activity, the following information for each direct or indirect beneficiary where these are individuals may be collected:

- name of contact point within a business (in some cases property owner) engaged with or individual engaged with
- address
- postcode
- phone number
- email address

We will not collect any information from you that we do not need to provide and oversee this service to you.

### **Stage three: Why do we need your personal information**

The data will be collated for purposes of eligibility, assessment and collation of common issues faced by Barnsley businesses in relation to the Brexit legislation. Disseminating information, at the businesses request, relating to the Brexit legislation. Registration of businesses at events and relating to topics linked to Brexit, and confirmation of attendance at these events.

### **Stage four: How we will collect your personal information**

Information will be collected by logging the details of businesses and their representatives who register for attendance at any events organised to inform them about new regulations and trading conditions related to Brexit legislation. This data will be maintained for purposes of the project to continue to inform interested parties of updates in legislation, and to provide analysis for the Enterprising Barnsley Team of common issues relating to the current Brexit situation.

### **Stage five: Our Legal Basis for processing your information**

We collect and use your information under:

GDPR Article 6(1) (a) - the data subject has given consent to the processing of his or her personal data for one or more specific purposes

Consent given can be withdrawn at any time and, if requested, personal data deleted from our systems. To withdraw consent please email [infoeb2@barnsley.gov.uk](mailto:infoeb2@barnsley.gov.uk)

### **Stage six: Why we may need to share your information**

The Council will not share your information with anyone without consent unless the law and/or our policies allow us to do so for example, in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

### **Stage seven: Who we may share your information with**

It is not proposed that data will be shared with any external organisation.

### **Stage eight: How long will your information be kept?**

Information will be stored digitally and retained for as long as the project is running, and consent is valid. At the point which the project is no longer running the information collected will be securely deleted.

Any information stored physically will be destroyed after the relevant event has concluded.

For more information on our retention schedule please visit [Barnsley Metropolitan Borough Council privacy notice](#).

## **Stage nine: What will happen if you fail to provide personal information?**

Failure to provide the information required will mean businesses cannot engage with the service and receive the support offered.

## **Stage ten: How to access and control your personal information**

The Council has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk) or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on [DPO@barnsley.gov.uk](mailto:DPO@barnsley.gov.uk) .

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at [www.ico.org.uk](http://www.ico.org.uk)