



Privacy Notice – Economic Development and Regeneration Team

Introduction

East Suffolk Economic Development and Regeneration Team have provided this privacy notice to help you understand how we collect, use and protect your information whilst we provide you with Economic Development, Regeneration, Funding and Felixstowe Forward Services.

The document below will describe how we may collect and process your personal information.

The purpose of this document is to clearly acknowledge the Council's responsibilities in relation to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Definitions

Personal Data means any information related to an identified or identifiable natural (living) person ('**data subject**') i.e. a person that can be directly or indirectly identified by reference to a name, ID reference number, email address, location data, or physical, physiological, genetic, mental, economic, cultural or societal identifier

Special Personal Data previously known as 'sensitive personal data', relates to race, ethnic origin, politics, religion, trade union membership, genetic data, biometric data, health, sex life or sexual orientation. Records of criminal personal data must also be treated in a similar way.

Data Controller determines the purposes and means of processing personal data.

Data Processor is responsible for any operation which is performed on personal data on behalf of the controller e.g. collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or making available, alignment or combination, restriction, erasure or destruction.

Third Party is someone / somebody who is not the Data Controller, the Data Processor or the Data Subject.

Who we are

East Suffolk Council's Economic Development and Regeneration team reinvigorate the local economy through physical regeneration whilst enhancing the local environment to support economic growth and prosperity. We encourage new and existing businesses to survive, revive and thrive, making our district more attractive to residents, visitors and investors alike. Our team provide ongoing support to the development of a stronger skill base including

skills to future-proof tomorrow's generation, today.

Our business support service is called 'East Suffolk Means Business', which can be found primarily at www.eastsuffolkmeansbusiness.co.uk and also on supporting social media channels.

The Council is the 'data controller' for the information which is collated and processed. This means we are responsible for deciding how we can use your information. If you want more information regarding the services delivered, please go to our [website](#).

The Council regards lawful and correct treatment of personal information as critical to their successful operations, maintaining confidence between the Council and those with whom they carry out business. The Council will ensure that they treat personal information correctly in accordance with the law.

The service we provide is discretionary.

The Data Protection Officer for ESC is Siobhan Martin, Head of Internal Audit, and can be contacted at dataprotection@eastsuffolk.gov.uk

How the law protects you

GDPR says that we are allowed to use personal information only if we have a proper reason to do so. More information on how the law protects you can be found on the [East Suffolk website](#).

Our Responsibilities

GDPR provides us with main responsibilities for processing personal data.

All personal information provided by you is held securely and in confidence by us in our computerised and other records. When we process your personal information, we do so in compliance with GDPR.

For further information on our responsibilities, please see the [East Suffolk website](#).

Your Rights

The GDPR provides you with the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making
9. The right to withdraw consent
10. The right to complain

Requests in relation to your rights with regards to the personal data we hold should be made verbally or in writing to the Data Protection Officer.

For further information on your rights, please see the [East Suffolk website](#).

Your responsibilities

You are responsible for making sure you give us accurate and up to date information, and to let us know if any personal information we hold is incorrect.

When do we collect information about you, and what information do we maintain?

We collect information about you from different places, including:

Personal Data	Where this is collected
Name	Event applications, consultation responses, business enquiries and support requests, grant applications, project evaluations, contact information, contact us form, subscribe to updates form.
Email Address	
Telephone Number	
Address and Postcode	
Bank Account Details	Grant applications
Bank Statements	
Age Group	Project evaluations
Country of Residence	

Special personal data: Collected only by the Great Places – Making Waves Together Project:

Special Personal Data	Where this is collected
Ethnic group	Project evaluations
Gender identifier	
Biological gender	
Health Problems / Mental well-being / Disability questionnaire	

This data may be collected from data subjects who are below the age of 16. In these instances, consent will be obtained from parent or legal guardian.

Cookies: collected on our East Suffolk Means Business website. For further information, see <https://eastsuffolkmeansbusiness.co.uk/privacy-policy/>.

How do we use your information?

We will be using your information to:

- Contact you, following your business enquiry, reply to any questions, suggestions, issues or complaints you have contacted us about
- Process grant applications
- Inform consultations and update you of developments relating to these consultations
- Process event applications which allows the facilitation of events on East Suffolk Council's land
- Contact you regarding volunteering and Economic Development initiatives that you consensually signed up for
- Evaluate the success of the projects that are run by the Economic Development and Regeneration Team
- Send information to you that we believe will be in your interest

We will not use your personal data for other purposes other than for what it was collated unless we have obtained your consent or for other lawful purposes (e.g. detection and prevention of fraud).

We do not use systems to make automated decisions about you.

How long do we keep your information?

We will hold your personal information in line with the Council's Retention Policy:

- **Financial Data – 6 years plus current** or longer if required by grant / financial regulation (when providing financial data you will be informed if your data is to be held longer than the time stipulated above).
- **Personal Data – 3 years plus current** for inactive data or longer if required by contractual or legislative regulations (when providing your personal data you will be informed if your data is to be held longer than the time stipulated above).

After the specified data retention policies expire, we will delete your personal data. If we need to hold your data after this period of time, we will ensure that we have a lawful reason to hold this. You can request that your personal information is deleted at any time.

Data Sharing

We will share your personal information with:

- **Event application information** shared on a **consensual** basis with Event Consultation Groups, to ensure the Health and Safety integrity of events that are run on East Suffolk Council's land
- **Consultations responses information** shared on a **consensual** basis with Project Consultation Delivery Partners, to allow members of the public to express their views on particular projects
- **Business enquiry and support requests** shared on a **consensual** basis with partner organisations to assist with aiding business enquiries and support requests
- **Grant application data** shared on a **consensual** basis with grant application providers as requirement for achieving grant funding
- **Project evaluation data** shared on a **consensual** basis with project evaluators to assess the success of that project
- **Contact information** shared on a **consensual** basis with third party mailing software companies, such as Mail Chimp, to allow for easy circulation of information from East Suffolk Economic Development and Regeneration team that would be of interest to the individual.

Transferring your information overseas

Currently, we do not transfer any personal information outside of the European Economic Area (EEA).

National Fraud Initiative (NFI)

We may share information provided to us with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For further information, see the [East Suffolk website](#).