

Privacy Notice (How we use your information)

Business, Economy & Growth

The **Business, Economy & Growth Service** provides business support to start-ups and growing businesses across the Kirklees District, manages business premises, and promotes the district to attract new business and investment. We often promote our services under the brand name 'Business Kirklees'.

We are part of the Growth & Regeneration Directorate.

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

- Contact information in relation to the business (such as name, e-mail, phone number, job title)
- Information about your business (such as registration number, legal status, sector, address, turnover, number of employees, VAT number).

Why we collect and hold this information

We use this personal data in order to:

- Provide you with business support and advice
- Ensure that you are aware of all the business support available to you, including sharing information about events/activities/support delivered by other business support providers
- Understand problems that are affecting businesses in Kirklees
- Evaluate and improve our performance
- Evidence to funding providers the service we provide and outputs/outcomes associated with this
- Derive statistics which inform decisions about the future delivery of services
- Enable us to carry out specific functions for which we are responsible.

The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

6(1)(a) Your consent. You are able to remove your consent at any time. You can do this by contacting business.enquiries@kirklees.gov.uk

6(1)(e) We need it to perform a public task.

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- **Local Government Act 2000 - Section 2**

How we store your personal information

Your personal information is safely stored on Kirklees Council's secure network drives.

Your information will be stored for a period of up to 2 years at which point it will be destroyed unless you give us permission to hold the data for longer, or you request it removed sooner.

Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

To develop regional policies or projects

To identify and encourage good practice

To administer and allocate funding

To check eligibility for funding and / or business support schemes

We may share this information with:

- Other services within Kirklees Council who contribute to business support and economic development, including services that liaise with businesses directly for legal purposes e.g. Employment & Skills, Business Rates, Public Protection, Environmental Health, Licensing, Assets, Town Centres.
- National government departments e.g. the Department for Business and Trade or the Department for Levelling Up, Housing and Communities;
- Other partners such as the West Yorkshire Combined Authority and other Local Authorities.
- A third party who may be engaged by the Council to help evaluate the work that we do.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

[Privacy Notice for Business Economy and Growth Service Workspaces](#)

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: business.enquiries@kirklees.gov.uk or telephone 01484 221000 – ask for the Business Team.

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or telephone 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the [‘Contact us’ page](#) on their website, or by ringing 0303 123 1113.