

The following information applies to Economic Development.

Data Controller:

Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Data Protection Officer:

Nicola Hesketh
Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Email: data-protection@tamworth.gov.uk

Retention:

Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary. Our Retention Schedule can be found at:

<https://www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf>

Rights: You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All rights may not be available to you in all circumstances. Further information about your rights is available on our website at: <http://www.tamworth.gov.uk/privacy-notice> or the ICO

Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Information Collected

Name
Address
Contact Information
Payment information
Business details

“Special” category Information Collected

Equality information

Purpose Collected

We collect this information to process your grant application, provide administration for award panels and for payment for successful applications.

We will use it to monitor performance of the grant process and to ensure you are meeting your obligation under the grant conditions.

We will use it to communicate with you regarding contact you have had with us and to document your relationship with us.

With your consent, we will use your information to inform you of grant funding opportunities and wider business support available, send you newsletters or consultations regarding Economic Development and Regeneration.

Legal Purpose

We will only use your personal information when the law allows us to. Most commonly we will use your personal information under **Contract** for grant awards.

We will only process your information for marketing and research with your **Consent**. You can remove your consent at any time by contacting Tamworth Borough Council.

We also may use the personal information you provide us for the prevention and detection of fraud under Digital Economy Act 2017 (Part 5) or to assist with debt management and the collection of money owing to the Borough Council such as rent, Council Tax, or other sundry debts.

Third Parties we might share information with

We will share your personal information with third parties where required by law, where it is necessary to administer grant application or where you have consented for us to do so. Examples of the organisations we may need to share information with are below, this list is not exhaustive:

Tamworth Borough Council Legal Department
Tamworth Borough Council Finance Department
Tamworth Borough Council Audit Department
Tamworth Borough Council Councillors
Lichfield District Council
Birmingham City Council
Blue Orchid Business Support and Advice Service
Local Enterprise Partnerships
Growth Hubs – Greater Birmingham and Solihull and Stoke and Staffordshire
Government Departments

Third-Parties Service Providers – Which third parties process my personal information?

Third-Party Service Providers are companies who process your information on Tamworth Borough Council's behalf.

The following third-parties process personal information about you for the following purposes:

ModGov – The Council's IT provider ModGov may have to access to your personal information on occasions where there is a fault

Blue Orchid - Tamworth Borough Council's Business Support and Advice Supplier will have access to some of your personal information to provide this service.

How secure is my information with third-party service providers?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with the GDPR regulations. Our third-party service providers are not permitted to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your personal data is processed (including storage) within the European Economic Area only.

More information

Tamworth Borough Council's Privacy Notice can be found at:
<http://www.tamworth.gov.uk/privacy-notice> or a hard copy provided upon request.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can [contact the Information Commissioner's Office](#).

This Privacy Notice may change from time to time and will be subject to annual review. The last known update/review date can be located at the top of the page.

By regularly reviewing this page you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.