

Privacy Notice for Business Support, Economic Development (ED)

This privacy notice explains what information ED Business Support collects, the purposes for which it is collected and who we share the information with.

Purpose for processing your information

The Business support service in Economic Development collects information to understand your needs and provide you with a better service, and in particular for the following reason: to contact you from time to time (via email, newsletter, letters, face to face, telephone) to

- promote the services we provide
- provision of market intelligence on the local economy, tendering opportunities with the council, and council services
- provide updates on business news and forthcoming events
- consult on future activities and developments, including surveys

We collect the following information:

- name and job title
- contact information including email address
- name of Business

This information is only used for the above intended purpose. If we intend to use it for any other purpose; we will ask you first. The Council may use your information for another purpose if it has a legal duty to do so, this will include for the prevention and detection of fraud, or if there is a risk of serious harm or threat to life.

How we collect your information

We collect information in a number of ways, for example, by letter, email, face-to-face, telephone, online forms etc.

Who the information is shared with

The data is not shared with any third parties

How long do we keep your information?

Your personal information is kept private and stored securely until a time it is no longer required or has no use.

Your rights and access to your information

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and if there are no legitimate grounds for retaining it.

- Request your data to be rectified if it is inaccurate or incomplete
- Have your data transferred or copied should you move to another authority
- Not be subject to automated decision-making including profiling

To submit a Subject Access Request visit our [request](#) page.

If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it [please email edo@harrow.gov.uk]

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

Changes in your circumstances

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information.