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Privacy Notice (How we use your information)

Business, Economy and Growth UK Shared Prosperity Funded Projects

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.

UK Shared Prosperity Funding (UKSPF) is enabling the Service to deliver two projects until 31st March 2025.

The Health and Wellbeing Incubator project will provide support to early-stage businesses within the Health and Wellbeing sector, including work premises and a tailored programme of support to help your businesses grow and to develop your ideas, services or products.

The Area Based Business Support will provide tailored business support to a diverse mix of businesses across the district, linking you to the most relevant local, regional and national programmes, and connecting you with appropriate Council Services to meet their needs.

In addition to the support described above, the projects will offer a revenue grant scheme and a capital grant scheme, both of modest and limited value, to which you can apply.

These projects are funded by the UK Government through the UK Shared Prosperity Fund.

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

- Contact information in relation to the business (such as name, e-mail, telephone number, job title)
- Information about your business, such as address, registration number, legal status, sector and sic code, address, turnover, number of employees, VAT number, bank details (if you apply for a grant).
- Anonymised information:

We are requested, as part of the funding provision from the West Yorkshire Combined Authority, to seek equality and diversity information from the businesses we work with. The information sought will include information from the main business contact in respect of gender, ethnicity, religious beliefs, disability, sexuality. None of this information, if you choose to provide it, will be linked directly to you or your business and will be entirely anonymous.



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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.
- Process voucher applications for grants in line with the scheme terms and conditions.
- Provide financial support and assistance in line with the grant provisions.
- Evaluate and improve our performance.
- Derive statistics which inform decisions about the future delivery of services.
- Enable us to carry out specific functions for which we are responsible.
- Deal with funding claims.

In the case of the grant schemes, to:

- Assess eligibility for, and administer, grant funding.
- For financial audit and monitoring purposes.

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)(b) We have a contractual obligation.**
- 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, Part 1, Sections 2 and 3.**
- **Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns.**

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 6 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.

For businesses who apply and receive a revenue or capital grant as part of either project, your information is safely stored on Kirklees Council's secure network drives and specialist Public Sector Software. In line with the Councils Corporate Disposal and Retention Guidance, we are obliged to retain your information for 7 years from the date that you receive the funding for





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auditing purposes. We will then dispose of your information by deleting your data from our secure network drives and specialist software.

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 department e.g. Department for Business, Energy and Industrial Strategy (BEIS).
- 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

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



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If you would like further information about this privacy notice, please contact:

Business.Enquiries@kirklees.gov.uk

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 by ringing 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.



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