

Privacy Notice (How we use your information)

Kirklees Innovation Voucher Scheme

The Kirklees Innovation Voucher Scheme is funded by the West Yorkshire Combined Authority Single Investment Fund, and the Government Additional Restrictions Grant. It supports local micro, and small to medium sized businesses to access external expertise to develop and test new outward-facing products and process innovations, utilise research and scientific expertise, explore, adopt or adapt new technologies. The scheme is managed by the Kirklees Business, Economy and Growth Service.

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

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

Why we collect and hold this information

We use this personal data in order to:

- Process Voucher applications in line with the published Scheme Policy
- Provide financial assistance
- Enable us to carry out specific functions for which we are responsible
- Ensure that you are aware of all the business support available to you
- Evaluate and improve our performance
- Derive statistics which inform decisions about the future delivery of services

The lawful basis on which we use this information

We collect and process information about you under GDPR article 6 (1) (e) - public task

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary to assess, award, monitor and evaluate the grant award, and for scheme auditory purposes.

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 auditing purposes.

Your information will be stored for a period of 7 years at which point it will be destroyed unless you give us permission to hold the data for longer.

Who we share this information with

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. Business & Skills, Business Rates, Public Protection, Environmental Health, Licensing
- Other bodies responsible for public funds or for auditing them for these purposes. This includes:
 - National government departments e.g. Department for Business, Energy and Industrial Strategy (BEIS)
 - Leeds City Region Local Enterprise Partnership and the West Yorkshire Combined Authority.

Confidential details regarding your Innovation Project will not be shared beyond the Council without your prior consent.

Why we share this information

We share this information with other services in Kirklees Council to check eligibility, help improve our support services and update on any changes to business circumstances.

We share information with BEIS and the West Yorkshire Combined Authority for the purposes of Voucher Scheme assurance, performance monitoring and evaluation as this forms part of our legal requirement. We may share the information you've provided with other public bodies for the prevention and detection of fraud.

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

Further information

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

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 by ringing 01484 221000.