

Economic Development Privacy Notice

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This Privacy Notice was last updated in April 2024. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Economic Development Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk/economic-development-privacy-notice)

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

1. INTRODUCTION

Our core data protection obligations and commitments are set out in [Wigan Borough Council Primary Privacy Notice](#). This notice provides additional privacy information for **Economic Development**.

2. WHAT PERSONAL INFORMATION DO WE COLLECT

We collect information to carry out activities and obligations as an Economic Development Team. The information we may collect, store and use can include, but is not limited to the following:

- Name
- Title
- Address
- Telephone number
- Email address
- Bank account details in relation to grant or loan applications
- Images or stories about your business
- Dates of birth (for Apprentices)
- Employment status (relating to apprenticeship grants and our talent pool).

We may also collect, store and use the following special category information:

- Details relating to disability/health when relevant to the Future Apprentices for Business (FAB) grant programme, apprenticeship grant scheme and Supported Apprenticeships project to establish eligibility and support needs.

We do not store personal information about individuals who visit the site except where they provide contact information or use one of our online services.

3. HOW WE USE PERSONAL INFORMATION

The main purposes for processing your personal information are:

- To provide relevant business-related information on our services and support available, for example through business bulletins and social media
- To invite businesses to take part in business related events and networking opportunities
- To investigate and respond to enquiries or complaints

- To provide business booster grants, Future Apprentices for Business (FAB) grants and similar funding
- To engage with you and support your business
- To ensure that eligibility is being met, such as the Supported Apprenticeships Project
- To ensure the correct apprenticeship funding/support is provided to the apprentice.
- To ensure businesses are located within Wigan Borough and therefore eligible for the Wigan Business Inspiring Innovation Project.

4. LEGAL BASIS FOR PROCESSING

The legal bases we rely on for processing your personal information are:

- It is necessary for compliance with a legal or statutory obligation in the prevention of fraud or protection of public funds
- It is necessary for the provision of business or apprenticeship funding based on a contract with you
- You have given consent.

5. WHO DO WE SHARE PERSONAL INFORMATION WITH

In addition to the general reasons for information sharing described in the Council's Primary Privacy Notice:

- We share information with the Business Growth Hub and third-party partners, with your consent, to provide full range of support and advice for your business
- We share information with internal departments with your consent, to provide full range of support and advice for your business. It may also be disclosed to other departments within the Council in the prevention of fraud.

Examples of external organisations we may collect or receive information from, can include but is not limited to the following:

- The Greater Manchester Combined Authority (GMCA)
- Other Local Authorities
- New Economy
- Business Growth Hub
- GM Chamber
- MIDAS.
- Inventya

6. HOW LONG DO WE KEEP PERSONAL INFORMATION

Where you have used one of our services, we will keep your contact details and details of the services we have provided to help us provide future services for you. We will only retain your personal information for as long as necessary to fulfil the

purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our Corporate Records Management Policy to fulfil legal, statutory and regulatory requirements.

7. AUTOMATED DECISIONS

All the decisions we make about you involve human intervention.

8. COOKIES

To find out how we use cookies, please see [Cookies \(Wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

9. YOUR RIGHTS

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found at [Wigan Borough Council Primary Privacy Notice](#)