



# **Economic Development (Wigan Works) Privacy Notice**

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## Economic Development Privacy Notice

Wigan Council (“a data controller”) is committed to protecting the privacy and security of your personal information.

Wigan Council’s Economic Development team offer a free and independent service to help businesses start, run or grow their business. It is available to any business located in, or looking to relocate to, the borough. We are actively working in partnership with relevant organisations to strengthen the local economy and tackle deprivation throughout the borough.

We are committed to improving the economy of Wigan Borough, by:

- Enhancing the quality of life of our communities
- Supporting local businesses
- Creating the climate and environment for investment
- Maximising external funding
- Creating jobs for local people.

Our core obligations under the general data protection regulations (GDPR) and commitments are set out in the [Council’s primary privacy notice](#).

Please note that failure to provide your personal data may lead to you being unable to access Economic Developments services.

### **This notice provides additional privacy information for:**

- Business owners
- Community Groups
- Residents

### **It describes how we collect, use and share personal information about you:**

- Before, during and after your relationship with us ends and
- The types of personal information we need to process, including information the law describes as ‘special because of its sensitivity.

It is important that you read this notice, together with any other privacy information so that you are aware of how and why we use your personal information.

### **We collect Special Information:**

The law treats some types of personal information as ‘special’ because the information requires more protection due to its sensitivity. This information consists of:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade Union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

### **Purpose(s):**

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
- To investigate and respond to enquiries or complaints
- We do not store personal information about individuals who visit this site except where they provide contact information or use one of our online services.
- Any information you provide will only be used for the reasons specified, and it will not be shared with any third party without your consent, unless required by law.
- 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.
- Your contact details are kept securely and are only accessed by authorised officers as part of the provision of services. If you do not wish us to keep this contact information please tell us.

### **Categories of personal data:**

In order to carry out activities and obligations as Economic Development we process personal information in relation to:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Bank account details in relation to grant or loan applications.
- Business details such as number of employees.

### **Special Categories:**

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions (including ensuring meaningful equal opportunities monitoring and reporting)
- Offences (including alleged offences), criminal proceedings, outcomes and sentences

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

- Necessary for compliance with a legal or statutory obligation in the prevention of fraud

If you we intend to use your information beyond legal obligations or to exercise specific rights. We will seek your consent to process your information and full guidance will be provided.

### AUTOMATED DECISION-MAKING

All the decisions we make about you involve human intervention.

### COOKIES

To find out how we use cookies [please see our cookie notice](#).

### DATA SHARING

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.

We also collect or receive information from external parties such as:

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

### DATA RETENTION

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 policy to fulfil legal, statutory and regulatory requirements.

### RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

- You have the right to ask for your information and there will not be a charge for you to do so. This is known as a [subject access request](#) and we act in accordance with this policy.
- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it. (right to be forgotten)

- To ask us to restrict the use of your information.
- To ask us to copy or transfer your information from one IT system to another in a safe and secure way without impacting the quality of the information.
- To object to how your information is used.
- To challenge any decisions made without human intervention (automated decision making).

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### **RIGHT TO WITHDRAW CONSENT AT ANYTIME**

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to the withdrawal of your consent.

If you do not provide consent, we may not be able to perform the contract we have entered into with you (where applicable), or we may be prevented from complying with our legal obligations.

If you wish to withdraw consent you can contact Economic Development ([business@wigan.gov.uk](mailto:business@wigan.gov.uk)) in writing who will process your request within 14 days.

### **YOUR RIGHTS**

In addition to the above you have legal rights in relation to your personal information.

You have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

Full details are contained within the [Council's Primary Privacy Notice](#) and should be read before consenting to this document.

To ask for access to your information you should contact the Economic Development Team at [business@wigan.gov.uk](mailto:business@wigan.gov.uk) or write to Economic Development Team, Life Centre (South Site) Wigan, WN1 1NJ

### **DATA PROTECTION OFFICER**

If you wish to raise a concern or discuss any aspect of this notice please contact our [Data Protection Officer](#).

If you are unhappy with the way that we handle your concern you may complain to the [Information Commissioners Office \(ICO\)](#) at:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

The Information Commissioners Office deals with concerns and complaints relating to data protection (GDPR) and freedom of information legislation.

### **CHANGES TO THIS PRIVACY NOTICE**

We may update or revise this privacy notice from time to time and will provide supplementary privacy information as is necessary.