

**PRIVACY NOTICE - BUSINESS GRANTS, TENANT LICENCE,
STUDIO 3 & VIRTUAL OFFICE ADDRESS**

The following information provides details on how we may collect, use and where appropriate share personal information in relation to planning in accordance with the General Data Protection Regulations (GDPR). It should be read in conjunction with the Council's privacy notice document.

Why we collect your information	Hartlepool Borough Council will collect your personal information for the purposes of the following services - assessing an application for business grant funding, a licence for tenancy at Hartlepool Enterprise Centre and the BIS, a booking for Studio 3 (BIS) or an application for a Virtual office address (BIS).	
What information do you collect about me?	<p>We will collect, store and use the following categories of personal information about you:</p> <ul style="list-style-type: none"> • Your name, business name • Contact details such as address, telephone numbers and e-mail addresses. • Details of your application. • Details of personal qualifications and certificates • Details of your personal and business financial information. • Details of personal and business bank statements • Details of HMRC registrations • Details of Companies House registrations • Details of your accountant, bank and financial advisor • Details of any business related insurances • Payment details (for payment of grant via BACS). 	
Will you collect more sensitive personal information about me?	We do not collect information categorised as sensitive for the purposes of processing the following :- business grant application, a licence for tenancy at Hartlepool Enterprise Centre and the BIS, a booking for Studio 3 (BIS) or an application for a Virtual office address (BIS).	
How will you collect personal information about me?	We collect personal information by letter, email, telephone, online and through face to face contact with you or, on occasion, an agreed representative appointed by you.	
How will the Council use the information it collects about me?	<p>Most commonly, we will use your personal information in the following circumstances:</p> <ul style="list-style-type: none"> • Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. 	
	Reason for processing	Basis

In what situations will you use my personal data?	<p>We will use your personal data for</p> <ul style="list-style-type: none"> Assessing details against the relevant service criteria Confirming the details you have provided are accurate 	<p>Contract</p> <p>to enable a decision to be made for the services</p>
What if I don't want to provide the Council with my personal information?	<p>Unfortunately if you do not provide the information as described above we will be unable to process your business grant application.</p>	
Will you share my personal information with third parties?	<p>It may be necessary to share your information with other third party organisations in order to assess your application. These may include:</p> <ul style="list-style-type: none"> Other organisations that you have stated that funding assistance has been received from. Referees you have stated in your tenant licence application 	
Which third parties process my personal information?	<p>The following third party organisations may process information about you:</p> <ul style="list-style-type: none"> Northgate Public Services – The Council's IT provider Northgate may have to access the system on occasions where there is a fault 	
How long will you keep my data	<p>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 legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from www.hartlepool.gov.uk/retention-schedules.</p>	
Your rights in connection with personal information	<p>Under certain circumstances, by law you have the right to:</p> <ul style="list-style-type: none"> have inaccurate or incomplete data we hold on you corrected request the erasure of personal data we hold object to processing request the restriction of processing of your personal data request the transfer of your personal data Request access to your personal information <p>If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing.</p> <p>For further information on your rights please visit: www.hartlepool.gov.uk/GDPR</p>	