

Business Growth & Investment - Privacy Notice



Oldham
Council

Date and version

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What this privacy notice is for

Our core data protection obligations and commitments are set out in the council's primary privacy notice at www.oldham.gov.uk/dataprotection

This notice provides additional privacy information for:

- Residents, new business start-ups, existing businesses and business partners

Updating our privacy notices

We may update or revise our privacy notices at any time so please refer to the version published on our website for the most up to date details

What we use your information for

We collect or obtain your personal information for the following purpose(s):

To enable the Council to deliver business development, growth and inward investment in Oldham. A greater use of business intelligence to thoroughly understand the requirements and issues faced by the existing Oldham business base and inward moving businesses.

Oldham account management system to help investors with their needs before and after moving to the Borough.

Identify targeting growth companies and sectors to ensure that the sectors and companies that are going to have the greatest impact on the growth of the borough are engaged and supported via the Oldham offer.

All enquiries are logged on a shared system and allocated to the relevant lead/organisation and shared for information and potential cross-working, actioned and monitored for outputs/outcomes and PR opportunities. Avoids duplication, confusion and improves ways of working.

We collect a lot of enquiries data in many ways such as Invest@oldham.gov.uk or telephone 0161 770 2077 or face-to-face meetings and visits.

What categories of personal information we use

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name and contact details.

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

In order to carry out these purposes we collect and obtain the following personal information.

Category of personal data	Special/Sensitive
Primary data: Name, email address, bank account details	
Demographic: Address, postcode, telephone/mobile number	

Legal basis for processing

The legal basis for processing and or sharing your personal information is:

- Consent

Information sharing/recipients

We will share your information for the following purposes:

Internal partners:

- Oldham Council - Get Oldham Working – assist with recruitment/job opportunities
- Oldham Council – Regeneration – investment schemes – improvement grants
- Oldham Council – Property – economic development – improvement grants
- Oldham Council – Accounts payable – payment of invoices - marketing Oldham events
- Oldham Enterprise Trust – new business start-ups
- Business Rates – If meet certain criteria could qualify for rates relief
- Licensing – A requirement for selling food and drink
- Building Control – Regulations for changes to buildings
- Planning – Permission for development and approved plans
- Unity Partnership – (they manage our properties) commercial properties
- Public Protection – environmental, health advice for residents/business

External partners:

- Business Growth Company – business growth/support business/advice
- MIDAS – supports local authorities; attract investors; information and advice
- The Oldham Business Awards – Companies can enter regardless of size and industry
- Visit Oldham – the official tourism website – events (supported by New Mind)
- Tourist Information Centre – various enquiries – tourism/events and complaints
- Visit Manchester - The Official Tourist Board for Manchester & GM – promote Oldham
- Rochdale Borough Council – support a business to relocate to suitable premises
- Tractivity – internet database – public property search – stores details of property and general enquiries. Managing and reporting.
- EGI – send any new premises on the market not showing on Tractivity

As well as information collected directly from you, we also obtain or receive information from:

- Business Growth Company – Assist/support a business relocation into Oldham
- MIDAS – request for inward investment - premises for potential clients

Data Transfers beyond European Economic Area

We do not transfer any of your personal information outside the European Economic Area ('EEA').

Automated Decisions

All the decisions we make about you involve human intervention.

How long we keep your data

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

- Data collected for general enquiries, property and investment purposes will be destroyed within 12 months.

Where can I get advice

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 in the council's privacy notice which can be found at www.oldham.gov.uk/dataprotection