

Oldham Enterprise Trust Privacy Notice

Date and version

August 2018 version 1

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:

- Applicants to the Oldham Enterprise Fund
- Public enquiries for Business Support
- Employers and the general public

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 your personal information for the following purpose(s):

- To progress your application for funding via the Oldham Enterprise Fund (including funding via the Stoller Charitable Trust donation, the Start Up Loan Scheme and other funding provided via Growth Company)
- To inform business support partners The Growth Company, People Plus and Learn Direct to enable them to deliver business support to you
- To notify Employers and the general public of business support services and networking events

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
Racial or ethnic origin	

Gender	
Disability status	
Criminal convictions	
Address	
Age	
Employment status	
Telephone number	
E-mail address	
Eligibility to work in the UK	

Legal basis for processing

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

- Consent to participate
- Marketing purposes: where we have asked and you have consented to receive electronic marketing information about our services (you may withdraw your consent at any time)

Information sharing/recipients

We may share personal information about you with the following organisations/types of organisations:

- Oldham Council
- Service providers
- Local and Central Government

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

- Safeguarding
- You raise a specific personal issue or concern that requires addressing
- You ask us to share your personal data

Data Transfers beyond European Economic Area

We do not transfer any of your personal information outside of 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.

We will keep your data for

- 12 months if you are not successful in your application to the Oldham Enterprise Fund; or
- If you are successful, then 60 months from the date of any Grant funding, or 60 months beyond the length of any loan term.

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