



PRIVACY NOTICE

Regeneration and Business Support Service

How we use your information in relation to Regeneration and Business Support Services

This privacy notice tells you what to expect when Castle Point Borough Council (CPBC) collects personal information in relation to your use of CPBC Regeneration and Business Support Services.

Purpose of processing and legal basis for processing your personal information

CPBC provides regeneration and business support services within the Borough of Castle Point. These services include:

- Identifying, developing and delivering regeneration projects
- Organising business and networking events such as the Business Forum
- Signposting to business support services and schemes
- Administering working groups
- Organising the Annual Mayor's Business Award Scheme

In order to enable CPBC to provide these services it is necessary for us to collect personal information from you to include your name, employment position, business address, email address, phone number and other details of your business activity. Therefore we are seeking to process your personal information by consent.

Retention period or criteria used to determine the retention period

We will retain your personal information in accordance with the retention periods contained in the Council's Document Retention Policy.

<https://www.castlepoint.gov.uk/info-governance>

If at any time you wish to:

- a) request a copy of the information that we have about you;
- b) rectify any errors in the information we hold about you;
- c) be removed from our database;

Please email us at business@castlepoint.gov.uk

Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data

The provision of personal data to CPBC's Regeneration and Business Support Services Team is not a statutory or contractual requirement. However, if you do not provide your personal information we will be unable to allow you to participate in our services. If you object to the use of your personal data and any disclosure of your personal information then please do not apply to use these services.

The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences

No automated decision making takes place

Direct Marketing

Here at CPBC we take your privacy seriously and will only use your personal information to contact you to make you aware of regeneration and business support services that we feel are of value to you and/or your business. We will also use your information to administer and maintain our business database. We would like to contact you via post, email and/or telephone.

With your permission, we store your details in order to contact you for this purpose. If you would like to be included, you will need to email or write to us with your details to confirm your consent.

Changes to this private notice

We keep our privacy notice under regular review. This privacy notice was last updated on May 2018.

How to contact us

If you want to request information about our privacy policy you can email us:

infolegal@castlepoint.gov.uk or write to us at:

Civic Governance & Law
Castle Point Borough Council
Council Offices
Kiln Road
Thundersley
Benfleet
Essex SS7 1TF

CPBC's Data Protection Officer

CPBC's Data Protection Officer is Andrew Roby Smith and he may be contacted at the above address.