



Privacy Notice - Economic Growth & Assets Team

Fenland District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). This Privacy Notice is designed to help you understand how and why the Economic Growth & Assets Team within Fenland District Council processes your personal data. For more information on your rights and how to lodge a complaint, you should read this in conjunction with the Council's [Privacy Statement](#).

We are committed to respecting your privacy. This notice explains how we may use the personal information we collect from you during your relationship with us. This notice applies to current and former contact between us. Any personal information you give us will only be used in accordance with the principles found in the General Data Protection Regulations. For more information about the General Data Protection Regulations visit: www.ico.org.uk

1. What personal information we may collect

When you contact us, you may provide us with or we may obtain **personal information** about you, such as information regarding:

- personal contact details such as your name, title, company, addresses, telephone numbers, and email addresses;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- any credit/debit card, bank account or other payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- use of and movements through our website(s), IP addresses, user names and other IT system identifying information;
- records of your attendance at any events hosted by us;
- copies of your business or organisations risk assessments;
- referees' contact information which you may have provided to support your application for business premises, including previous landlord; trade, bank and accountancy references and records;
- details of any of your employees, vehicles or other assets;
- quotations, invoices, estimates, tender returns and supporting documentation;
- images in photo and/or video;
- your marketing preferences so that we know whether and how we should contact you.



2. Where we collect your personal information

We collect personal information about you and your business directly from you or from any referees or third parties that you authorise us to contact or information that may be held about you or your business that is published by you or third parties that is publically accessible.

We will also collect additional personal information throughout the period of contact with us, when you make a query and/or complaint, or when you correspond with us by phone, e-mail, in writing or in some other way.

If you provide us with details of another person that individual has a right to know what personal information we hold, how we collect it and how we use and may share that information. **Please ensure that you share this privacy notice with them.**

3. Purposes for which we process your personal information

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as detailed in section 8 below. However, you should note that this may impact on our ability to provide some services to you.

The table below indicates the purpose by which we hold such information, the types of personal information we may hold and the lawful basis by which we hold such information in accordance with Article 6 of the General Data Protection Regulation (EU) 2016/679.



<i>Purpose</i>	<i>Personal information used</i>	<i>Lawful basis</i>
To operate, manage, repair and maintain premises or land belonging to the Council and the sharing with other internal departments or external organisations, utility providers and agencies that we are obliged to, including in relation to the detection and prevention of fraud or in the compliance of statutory requirement.	Personal & business contact details such as name, title, email addresses, telephone numbers, tax and VAT details, bank account details, details including the name and address of references, your accountancy or trade referees.	Where you have given us your consent to do so Where we have a contract with you and it is necessary to process such data under that contract, or because you have agreed for us to take specific steps before entering into a contract. Where it is necessary to process your data in order for us to comply with a legal obligation
To send you information that may be relevant or which you have requested from us, including business support newsletters, information about Council-owned premises or land and other relevant information related to the services and activities of the Economic Growth & Assets Team	Personal contact details such as name, title, email addresses and telephone numbers	Where you have given us your consent to do so.
To manage, process and administer meetings & conferences that you have booked with us.	Personal contact details such as name, title, email addresses and telephone numbers	Where you have given us your consent to do so Where we have a contract with you and it is necessary to process such data under that contract, or because you have agreed for us to take specific steps before entering into a contract.
To manage, enforce and prosecute parking offences in line with Fixed Penalty Notice requirements.	Personal contact details such as name, title, email addresses, vehicle details and telephone number	Where it is necessary to process your data in order for us to comply with a legal obligation
To manage and promote activities which relate to our social media platforms, website(s) and any transport or business support activities or campaigns.	Company contact details such as name, title, email addresses and telephone numbers	Where you have given us your consent to do so



4. Who may we share your personal information with?

To allow us to provide services to you it may be necessary to share information with internal teams or external contractors where this is required in accordance with a contract that you may have with us or where it is related to crime or fraud we will share information in line with any relevant information sharing agreements.

5. How long do we keep your information?

Data is only held as long as is necessary, unless superseded by statutory regulation, and disposed of securely when it is no longer needed.

6. How do we keep your records confidential and secure?

Personal information which Fenland District Council records will be kept securely and only accessed by approved staff. Everyone working in the Council has a legal and professional duty to ensure that all your information is safely and securely protected and kept confidential. We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information.

7. Will you use my personal information for other reasons?

We may from time to time contact you by email, post or text with information about services, events or business support information in which we believe you may be interested. We will never share your personal information with any third parties for marketing or promotional purposes.

You can then let us know at any time that you do not wish to receive such communications, you may do so by contacting us as detailed in section 8 below or by unsubscribing from any electronic communication by clicking the 'unsubscribe button'.

8. How you can contact us

In the event of any query or complaint in connection with the information we hold about you, or you wish us to remove some or all of the data we may hold about you, please email business@fenland.gov.uk or write to us at Economic Growth & Assets Team, Fenland District Council, Fenland Hall, County Road, March, PE15 8NQ

9. Changes to this notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.