

Economic Development and Business Support Team Privacy Statement.

The Economic Development and Business Support Team is committed to protecting the privacy of businesses and individuals who interact with the service. This Privacy Statement outlines how we collect, use, disclose, and safeguard the personal and business information that we receive as part of our economic development and business support services.

Why are we asking for your personal information?

We may collect personal and business information, including but not limited to:

- Contact details (name, email address, phone number).
- Business information (business name, address, industry sector, registration details).
- Personal Identification documentation (passport or driving licence, right to work/stay, etc).

Other information we may collect

We may also collect information about your business. Whilst this is not personal in nature, it may be commercially sensitive, such as

- Financial data (revenue, funding, business plans, etc.)
- Demographic information (business size, number of employees, etc).
- Communication and feedback regarding services we provide.

We collect this information in various ways, including online forms, emails, phone calls, and direct interactions during visits, events or consultations.

How we use your information.

We use the information we collect for the following purposes:

- To provide business support, advice, and consultation services.
- To administer grant schemes and other funding initiatives.
- To promote South Cambridgeshire businesses via our dedicated tourist information website and social media platforms.
- To communicate with you about available programs, events, or other business development opportunities.
- To ensure compliance with applicable legal or regulatory requirements, including checks associated with the prevention of fraud.
- To analyse trends and develop programs that foster economic growth.
- To improve our services based on feedback or enquiries.

Sharing your information

We may share your personal data within internal departments of the Council, local partner and Government departments as required.

We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit, or other external bodies for such purposes.

Retention of your Personal Information.

We only keep your information as long as necessary, for some items this will be dictated by law.

Specific retention periods apply to grant applications such as Covid Business Support Grants and Shared Prosperity grant funding.

IP addresses in relation to online grant application forms will be retained for twelve months.

You can find out more in the Corporate Policy – [Document Retention & Record Management](#)

Contact Information.

South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA is a registered Data Controller with the Information Commissioners Office.

The Data Protection Officer can be contacted at the address above, or by emailing infogov@3csharedservices.org.

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing Infogov@3csharedservices.org.

How to complain.

If you wish to make a complaint about your personal data privacy or information rights please view our complaints and feedback information.

If you wish to make a complaint direct to the Data Protection Officer, please email: Infogov@3csharedservices.org

You have the right to complain to the [Information Commissioners Office \(ICO\)](#) should you believe any part of this statement to be unlawful.