LEP Green for Business Mentoring Programme Privacy Notices

Antrim and Newtownabbey Borough Council is the data controller for personal information collected through the LEP Green for Business Mentoring Programme. This information will be used to process your application, assess eligibility, arrange and deliver mentoring support, monitor programme outcomes and meet audit and funding requirements.

The information collected may include your name, business and contact details, business registration and trading information, details of your business premises, sustainability priorities, previous public funding or business support received, supporting evidence and correspondence records. If your application is successful, we may also collect information relating to mentoring undertaken, sustainability assessments, Green Action Plans, recommendations and programme outcomes. Relevant information and documentation will be held on the Council's Customer Relationship Management (CRM) system.

The lawful basis for processing your application and information relating to the delivery, monitoring and evaluation of the mentoring programme is Article 6(1)(e) of the UK GDPR, the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

Relevant application and business information will be shared with the Council's appointed mentoring company to enable mentoring support to be delivered. Information may also be shared with relevant Council departments, the Department for the Economy (DfE) and the Northern Ireland Audit Office for the purposes of programme administration, monitoring, evaluation and audit.

You can choose to join the Council's Business Directory and receive information about relevant business support programmes, funding opportunities, events and other business opportunities. This is optional and will not affect your application. The lawful basis for this processing is Article 6(1)(a) of the UK GDPR – your consent. You can withdraw your consent or unsubscribe from these communications at any time.

Where personal information is transferred or processed outside the UK, appropriate safeguards will be in place in accordance with data protection legislation. All information may be subject to audit and will be held in accordance with the Council's retention and disposal schedule.

You have a number of rights in relation to your personal data. Further information is available from the Information Commissioner's Office: https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/

If you have any concerns about how your personal data has been handled, please contact:

Data Protection Officer
Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB
T: 028 94 463113
E: DPO@antrimandnewtownabbey.gov.uk

If you are not satisfied with our response, you can complain to the Information Commissioner's Office (ICO).