Economic Development Privacy Notice

Antrim and Newtownabbey Borough Council is the data controller for personal information collected by the Economic Development team. This information will be used to respond to enquiries, provide business support, administer programmes and services, and meet monitoring, audit and funding requirements.

The information collected may include your name, business and contact details, information about your business, details of enquiries, programmes or support accessed, correspondence and records of interactions. Where applicable, we may also collect application details, supporting evidence, bank or payment details and other information or documentation required to administer grants and business support programmes.

Information may be collected when you contact the Economic Development team by telephone, email, online form, in person or through an Economic Development programme or service. Relevant information will be held on the Economic Development Customer Relationship Management (CRM) system for the purposes of managing business enquiries, referrals, programmes, grant administration and support provided.

The lawful basis for processing this information is Article 6(1)(e) of the UK General Data Protection Regulation (UK GDPR) – the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

Information may be shared with relevant Council departments and, where necessary, external organisations involved in the delivery, funding, monitoring or audit of Economic Development programmes and services. These external organisations may include government departments and agencies, local enterprise agencies and businesses acting as delivery partners. Third-party service providers may also process personal information on behalf of the Council where they provide, maintain or support systems and services used by Economic Development.

Where a specific programme requires information to be shared with other organisations, this will be set out in the relevant programme privacy notice.

Where you have chosen to join the Council's Economic Development Business Directory, we will use your contact details to keep you informed of relevant business support programmes, funding opportunities, events, training, initiatives and other opportunities. 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 will be held in accordance with the Council's retention and disposal schedule and will be disposed of securely when no longer required.

You have a number of rights in relation to your personal data. Further information is available from the Information Commissioner's Office.

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 or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO).