

Privacy Notice for the Business Futures Forum, Herefordshire

Information Held About you

The Business Futures Forum (BFF) and the Meres and Mosses Business Environment Network (MMBEN) are networks of support and information for local businesses looking to increase their efficiency and profitability whilst enhancing their sustainability and reducing their environmental impact. In order to provide relevant information about events, newsletters, opportunities and training organised by the Business Futures Forum (BFF) in Herefordshire and the MMBEN covering Shropshire, South Cheshire and parts of Staffordshire to you, we need to collect and hold some personal information about you. This information will include:-

- Basic details about you such as your address, telephone number, email address
- Information about the type of business that you are operating if relevant
- Your areas of interest in the Business Futures Forum such as energy efficiency, sharing ideas etc

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Herefordshire Council.

How will we use the Information we hold about you?

We will collect information about you (where applicable) to:-

- Contact you to inform you of Business Futures Forum and Meres and Mosses BEN events, relevant training, relevant opportunities and to distribute the BFF Newsletter
- Consult with you on ideas for the BFF
- To request offers for hosting a BFF event

What is the legal basis for us to process your data?

The legal basis for processing the data is

- Your consent which you can withdraw at any time by notifying us at eem@herefordshire.gov.uk
- Our legal obligation under the General Data Protection Regulations (GDPR)

Who we will share your information with

- We will not share your information with partner organisations or anybody else

How Long do we Keep your Records

We will only keep your information for the minimum period necessary and will delete your information if you opt out of receiving communications about the BFF and MMBEN. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email, informationgovernance@herefordshire.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the Energy and Active Travel Team eem@herefordshire.gov.uk in the first instance. You can also contact the Data Protection Officer, Carol Trachonitis, at Herefordshire Council, Plough Lane, Hereford HR4 0LE, telephone (01432) 260616, email: informationgovernance@herefordshire.gov.uk

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

23rd May 2018