

# Privacy notice – DEGF – Service Users

## Who we are?

Derby City Council is the local government unitary authority for Derby City. Our address is The Council House, Corporation Street, Derby, DE1 2FS. You can contact our Data Protection Officer on 01332 640763 or by email at [Data.protection@derby.gcsx.gov.uk](mailto:Data.protection@derby.gcsx.gov.uk)

## How do we collect information from you?

We collect information from you when you visit [www.derby.gov.uk](http://www.derby.gov.uk); also when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

## What types of information do we collect from you?

We collect different categories of information about you, depending on the service you want from us and/or the reason why we need to process information relating to you. This could be personal information (for example your name and address), or other more sensitive data that we would only collect and use in very particular circumstances that are set out in law.

## Details of information obtained from third parties?

Name of contact point, Business Owner(s) / Shareholders and Partners / Directors within a business engaged with or individual engaged with;

Address

Postcode

Phone Number

Email Address

Labour market status prior to receiving support and 3 years after receiving support;

Duration of support

Intensity of Support

Business Owner / Shareholder and Partner / Director identification.

Expression of Interest and Application form and Appendices

Employment details

Employee Contracts

Employee Payroll data

SME Enrollment form (D2EGF only) – special category personal data

Job Declarations and Job Creation Forms

State Aid declarations

Other Company / Business Data

Financial Information

Business Plan and Forecasts

Valuations

Details of Match Funding

Planning Permission Applications



Security and information to assess  
Information to assess debt serviceability  
Business Rates Information / Data. To also be clarified through the relevant billing authorities.  
Direct Debit Mandates (DEGF loans only).  
Bank Statements  
Project Spend Claim Forms  
Grant and Loan Claim Forms.  
Other information requested and collected through our Due Diligence and Contracting processes.

## **How is your information used?**

In accordance with our contractual obligations we may use your information to:

- To assess the viability of the application for Grant or Loan Funding
- To assess the eligibility of the application for Grant or Loan Funding
- To enable to assessment and completion of Due Diligence and Contracting requirements.
- To assess the performance against contracted outputs and other / general monitoring procedures against contractual obligations.
- to assess your entitlement for any Grant and Loan claims received,
- process payments or charges,
- to carry out our obligations arising from any contracts entered into by you and us;
- notify you of changes to our services
- send you communications which you have requested and that may be of interest
- E mail addresses and contact details to be shared internally for the purpose of gathering further information from you for use by the City Council to help shape our services to best meet local needs.

We may also use your information where required to comply with our legal obligations under the Freedom of Information Act 2010, State Aid Rules and the Equality Act 2010.

## **Research and statistics**

Anonymised and pseudonymised data may be used for research and statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

## **Who has access to your information?**

We may share your information with the following third parties for the reasons detailed;



- MHCLG, East Midlands Business Ltd (D2EGF only<sup>1</sup>), Derbyshire County Council and Derbyshire District Councils under our contractual obligations with the including any internal or external audit requirements in this respect.
- MCABA trading as Mitchells Chartered Accountants and Business Advisors for Due Diligence preparation and monitoring reviews.
- Business and Enterprise Commercial Ltd and BDO LLP for Due Diligence preparation and monitoring reviews.
- Freeths, Geldards, Browne Jacobson (or a solicitor of the Councils choice) for contracting purposes and for the purposes of obtaining legal advice.
- Investment Panel members for application recommendations and monitoring.
- With Councillor where we receive prior consent from you
- Internally with Finance, Legal, Procurement and IT
- Business Rate Billing authorities at Derby City Council, Derbyshire County Council and Derbyshire District Councils, to assess funding eligibility.
- Statutory agencies, such as the Police, National Fraud Authority – We may share your information with statutory agencies in line with our legal obligations and/or in completion of our public tasks.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

### **What are your rights in relation the personal data we process?**

**Access** – you can request copies of any of your personal information that is held by the Council.

**Rectification** – you can ask us to correct any incorrect information.

**Deletion** – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

**Portability** – you can ask us to transfer your personal data to different services or to you.

**Right to object or restrict processing** – you have the right to object to how your data is being used and how it is going to be used in the future.

**Right to prevent automatic decisions** – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

### **How long will we keep your information for?**

We keep and dispose of all records in line with our record retention schedule; information about this is at <https://www.derby.gov.uk/retention-schedule/>. We will comply with Data Protection legislation.

### **Keeping your data up to date**

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

<sup>1</sup> We have published the EU D2EGF PN for further info at <https://www.derby.gov.uk/business/business-support-advice/degf/>



## **What security precautions are in place to protect the loss, misuse or alteration of your information?**

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

## **Details of any automated decision processes**

There are no automatic decisions concerning the use of your personal data.

## **Under 13**

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

## **Cookies & IP addresses**

### **What are Cookies and why are they used?**

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. View what cookies we use and how you can manage them at <https://www.derby.gov.uk/site-info/about-cookies/>.

## **Complaints**

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer;

**By Post:** Information Governance

The Council House,  
Corporation Street,  
Derby, DE1 2FS

**By phone:** 01332 640763

**By email:** [Data.protection@derby.gcsx.gov.uk](mailto:Data.protection@derby.gcsx.gov.uk)

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO):

**By Post:** Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF



**By phone:** 0303 123 1113 {local rate) or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

