**Privacy Notice for the application for support through the Business Builder Programme**

**What this document is for**

This privacy notice provides details on how we use your personal information for the purposes of supporting your business though the Business Builder Programme.

By ‘we’, we mean South Norfolk Council as the Data Controller and the funder / commissioner of the programme, and appointed business mentors and training providers who deliver elements of the Programme on behalf of the Council.

By ‘use’ we mean the various ways it may be processed, including storing and sharing the information.

**Further details**

We also provide the following details in our [Privacy Policy](https://www.southnorfolkandbroadland.gov.uk/data-protection/privacy-policy)

* Your rights under the UK General Data Protection Regulation (UK GDPR); and
* How to exercise them

**What we use your information for**

We may use the information about you to:

* To check eligibility for support in terms of the criteria for the programme
* The Council will contact you about your application for support through the programme, and to discuss your business/proposed business in more detail to assess what elements of support we may provide
* To assess your need for mentoring through the programme and if successful, passing your contact details, and high-level details of the investment in growth you are making, to an appropriate mentor from our approved list. That mentor will then contact you to arrange mutually convenient time(s) to deliver mentoring.
* To assess the need or appropriateness for your business to be offered places on training courses at the Council’s Carrowbreck training centre. Where it is agreed as being appropriate, we will use your details to book places on training courses.
* In the case of pre start-up businesses, we will use the information to contact you to discuss your proposed business and whether we might be able to provide you with access to online business start-up training and resources through our partner; TCD Media. We will only share your email address with TCD Media to enable a user licence and login to be made available.
* With your consent, we will contact you about future business support and grant funding available from the Council or other agencies in our regular e-newsletter

**What personal data we collect and use about you**

When we administer this programme, we will collect specified information about you and the business (which may constitute personal data if you are self-employed) which will include:

* Full name
* Business name
* Address of business premises (this will be your home address if the business is operating at or from home base)
* Contact details such as email address, telephone number
* Size of business the grant relates to (in terms of staffing)
* Business sector
* How long the business has been established
* Unique identifier (Company Reference Number where a limited company, Unique Tax Reference, Self Employed/Self-Assessment Registration Number, or National Insurance Number)
* Details of the proposed expenditure
* Your most recent year end accounts, profit and loss or cash flow projections as appropriate.
* Bank statements for the bank account to which any grant support payment (if applicable) is to be made
* Information you provide regarding your proposed expenditure to invest in the growth of your business.
* Whether the entrepreneurs behind the business are over or under 30 years of age as we are required to report on how much support has gone to help younger entrepreneurs
* If applicable, details of training courses completed (via TCD Media, or Carrowbreck training centre) and mentoring received

**Who provides this information**

South Norfolk Council will receive this information from you, or via a mentor or TCD media.

**Who we share your information with**

We will share limited data with other Council services to confirm that you or your business appear on our records at the business trading address provided in the South Norfolk Council area and are not in arrears with any payments to the Council.

In the case of successful applicants, the Council may share: your name, contact details, and business name with business mentors where appropriate so that they can communicate with you in delivering mentorship under the programme. We will also share with them the information in your application about your proposed expenditure that will help them gain an initial understanding of the investment you are intending to make in your business.

Where we might be able to provide you with access to online business start-up training and resources through our partner, TCD Media. We will share your email address with TCD Media to enable a user licence and login to be created.

**How the law protects you and the legal basis for processing your information**

We have legal grounds under the UK GDPR to process this information because it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

We also rely on consent in relation to contact you about future business support and grant funding available from the Council or other agencies in our regular e-newsletter as detailed elsewhere on the Notice.

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

In the case of successful applicants, we will keep your records for 7 years, from submission of your application. This record includes the full application form, courses attended, and details of mentoring received, in addition to any other information we may subsequently collect in support of your application.

Application information for unsuccessful applications will only be kept for 36 months (initially it will be kept for use should any funds remain towards the end of the 24-month programme).

Any mentor that assists you will destroy all data at the end of their involvement in the programme in September 2025.

TCD Media will delete all data they hold (which is limited to your email address) at the end of their involvement in the programme in December 2024.

If we need to use your information for research or reports, your information will be anonymised. The information will continue to be used in a summarised and anonymised form in any reports or papers that are published.

**How we keep your information**

The information is stored securely, on the Council’s, mentors and TCD Media Ltd’s networks.

**Changes to this notice**

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was updated December 2022.