Our core data protection obligations and commitments are set out in the council’s Primary Privacy Notice and on our website at Data Protection legislation.

**Service Name:** Business Service

Salford City Council’s Business service supports businesses looking to relocate and / or grow their business in Salford.

**Data protection obligations and commitments**

Our core data protection obligations and commitments are set out in the council’s primary privacy notice and on our website at Data Protection legislation.

This notice provides additional privacy information for personal data we collect in relation to:

- Business owners and their employees
- Salford residents accessing advice on starting a business
- Partners / organisations using the SCC Business Service

**Purpose(s)**

We collect and / or obtain your personal information for the following purpose(s):

- To help support your business either directly or via a third party organisation.
- To inform you of relevant business support information covering services, products and events.
- In relation to monitoring business activity and engagement in Salford

**Categories of personal data**

In order to carry out these purposes we collect and obtain the following personal data:

- Name and contact details of Business Owner / Senior Manager (email, work phone, mobile number, social media accounts). Plus the same for relevant members of the organisation e.g. Finance Officer, HR lead etc
- Details of the Business Owner (Ethnicity and Gender)
- Size of the organisation defined by the number of employees and / or turnover

**Legal basis for processing**

The legal basis for processing your personal information is when:

- You or a representative has given clear consent
- We consider the business support service, product and / or event is of legitimate interest to you (you may opt out of receiving this information at any time)

**Information sharing/recipients**

Ensuring your data is protected is our number one priority so only the relevant data processors within our organisation are authorised to access your records.

We will sometimes need to share information with other council services as well as other organisations such as government bodies, the police and fire service. We will only share
information with these organisations where it is appropriate and legal to do so. For example, if you require further business support, that the business service cannot directly provide, we may go on to share personal information with:

- Publicly Funded Business Support agencies that may provide additional support to your business e.g. The Business Growth Hub, MIDAS.
- Teams within the Council in order to provide our services e.g. Business Rates, Licensing.
- SCC Skills & Work and / or commissioned recruitment service to assist with your local recruitment requirements.
- Any membership organisations you have consented to join / be referred to e.g. Greater Manchester Chamber of Commerce
- Other partners deemed relevant to providing support to your business

We will not normally share your information with organisations other than our partner organisations: however, there may be certain circumstances where we would share without consent such as where we are required to do so if there is a risk of serious harm or threat to life, for the prevention and detection of crime, assessment of any tax or duty or if we are required to do so by any court or law. Where this is necessary, we are required to comply with all aspects of the Data Protection Act.

We will not share your data with any external organisations or individuals in or outside the EU unless specific consent has been collected.

**Categorise sources if not obtained from data subject**

As well as information collected directly from you, we also obtain or receive information from public sources (internet / social media) or third party organisations (public and private).

**Automated Decisions**

For this service, most of the decisions we make about you involve human intervention but occasionally we may make automated decisions, for example to be included in targeted electronic business communications.

**Data retention/criteria**

We will keep your information only for as long as it is required by us to support your business or until the data is no longer relevant (e.g. individual no longer holds this role in the business).

**Your rights**

Information about the following is accessible in our guide on exercising your rights specifically:

- exercising your rights
- contacting our DPO
- raising a concern with us, or
- making a complaint to the Information Commissioner

**Updates**

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details www.salford.gov.uk/gdpr.