

Service: Economic Development

Data Controller: Runnymede Borough Council, Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH

Data Protection Officer: Natalie Lacey

Introduction

We collect and process personal data relating to our service users in order to provide services to the community. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

The organisation collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of the company you work for and your role, and sometimes responsibilities, at that company;
- your communication preferences and whether you wish to receive marketing material from us.

We collect this information in a variety of ways. For example, data is collected through application forms and correspondence with you.

Why do we process personal data?

We need to process personal data to provide our services. For example, the economic development team require your contact information so that we are able to contact you about an upcoming event which you have expressed an interest in. Likewise, in order to know the characteristics of the users we have, we need information like the company you work for and your role there.

In other cases, we require your consent to process your information. For example, we may want to provide you with marketing material for our other services which may be of interest to you. However, we will always ask for your consent for this and give you the opportunity to withdraw consent at any time.

Who has access to data?

Your information may be shared with the parties listed below for the purposes stated above.

- Other departments within Runnymede Borough Council;
- Other public bodies and government agencies, for example the Local Enterprise Partnership for the area;

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions and data protection laws. They are also obliged to implement appropriate technical organisation measures to ensure the security of data.

The organisation will not transfer your data to countries outside the European Economic Area.

How do we protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not access except by its employees in the performance of their duties. Data will only be processed by members of staff authorised by the Data Controller for this purpose. Access to our systems is limited to authorised members of the economic development team whose job role requires access to the personal data.

For how long do we keep data?

We will hold your personal data for as long as you are a participating user of the economic development team's services. For example, as long as you would like to continue receiving communications from us we will continue to hold your data.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a subject access request);
- require us to change incorrect or incomplete data;
- ask us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your personal data in certain circumstances. We may still be required to hold or process information if there are legitimate grounds for doing so.

You can make a subject access request by following the instructions for making a subject access request on our website:

<https://www.runnymede.gov.uk/article/14634/Can-I-ask-for-personal-information-about-myself->

Or you can contact our Information Governance Officer on 01932 425626

If you believe that Runnymede Borough Council has not complied with your data protection rights, you should initially contact our Data Protection Officer. If you are dissatisfied with the outcome you can make a complaint to the Information Commissioner. The website address for further information on making a complaint to the Commissioner can be found below:

<https://ico.org.uk/make-a-complaint/>