



## **Privacy Notice The Business Exchange**

### **Who Will Be Responsible For My Data Once It Is Collected?**

The Business Exchange which is part of Warrington Borough Council

### **Why Do You Need My Information?**

As we will be engaging in a contract with you when you apply to become a member of the Business Exchange, we will need information to be able to keep in touch with you and to enable us to take payment for the annual membership. Details will then be stored securely for the length of the membership and will be used to inform all members of events, to enable us to send you the member's monthly newsletter and for your details to be added to the member's directory on the Business Exchange website.

### **What Allows You To Use My Information?**

You will be entering into a contract with The Business Exchange and Warrington Borough Council by signing up to become a member of the Business Exchange

### **Who Will My Information Be Shared With?**

Business Exchange members and members of the Business Exchange team

### **Do I Have To Provide This Information And What Will Happen If I Don't?**

We need to collect this information in order to create a membership for the Business Exchange, processing payment and thereafter communicating with the member i.e. newsletters and events.

Your information will be shown on the members' directory on the Business Exchange website for other members to view. Members can unsubscribe from receiving the newsletter.

If you do not provide the information we require for the membership, you will unfortunately not be able to access the Business Exchange membership.

### **How Long Will You Keep This Data For And Why?**

The data will be kept for the term of the membership in order to inform the member of events, to send the members monthly newsletter and will appear on the members directory on the Business Exchange website. The data will be reviewed at the end of each membership period which will be annually and retained as specified in the Council's retention schedule

### **How Will My Information Be Stored?**

Your information will be encrypted and stored in a secure UK data centre

## **What Rights Do I Have When It Comes To My Data?**

Under the General Data Protection Regulation, you might have more rights about what happens with your data. As different rights apply in different situations each request will be assessed on a case by case basis

You have the right under the Data Protection Act 2018 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used, please look at our [webpages on Requests for Information](#).

## **Who Can I Complain To If I Am Unhappy About How My Data Is Used?**

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your concerns.

If you then wish to make a complaint then please contact us using one of the methods below:

- Use the [online complaints form](#)
- Email us at [contact@warrington.gov.uk](mailto:contact@warrington.gov.uk)
- Phone us on: 01925 443322
- Write to us at: Contact Warrington, PO Box 5, New Town House, Warrington WA1 2NH
- Visit us at: Contact Warrington, 26-30, Horsemarket Street, Warrington WA1 1XL

You also have the right to complain to the Information Commissioner's Office using the following details: -

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Telephone: 0303 123 1113  
Website: [www.ico.org.uk](http://www.ico.org.uk)

## **Will This Information Be Used To Take Automated Decisions About Me?**

No, the information will not be used to take any automated decisions.

## **Will My Data Be Transferred Abroad and Why?**

No your data will not be transferred abroad