# Privacy Notice for Economic Development Projects

**Nottingham City Council**
**Information Compliance**

**Service Area: Economic Development**
**Directorate: Growth and City Development**
**PN-428**

**11/2026**

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The **Economic Development Projects Team** are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- Management of Investment funds, such as the East Midlands Business Investment Fund (BIF), including administering programmes, assessing eligibility, undertaking due diligence, appraising applications, making funding decisions, administering grant payments, monitoring delivery and outcomes, and meeting audit and assurance requirements.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

## What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your:

- Name
- Job title

- Business name
- Business address
- Email address
- Telephone number
- VAT registration information (where applicable)
- Signatures
- Information relating to business ownership or directorship
- Financial, project and business information submitted in support of grant applications, including information required to assess eligibility and deliver the programme.

We do not intend to process special category personal data for this function.

**Lawful basis for processing**

The Council processes personal data in the exercise of its statutory and public functions relating to economic development, business support, regeneration and the administration of publicly funded grants, under powers including the Localism Act 2011, the Local Government Act 1972, the Local Government Act 2003 and associated legislation.

**Will my information be shared with other organisations or used for other purposes?**

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council may share your personal information with:

- East Midlands Combined County Authority (EMCCA)
- Derbyshire County Council
- Nottinghamshire County Council
- Derby City Council
- East Midlands Chamber
- Members of the Growth Grant Panel and Investment Panel

- Audit and assurance bodies
- Other organisations where required by law or funding requirements

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at http://www.nottinghamcity.gov.uk/privacy-statement/

The information will only be used for another purpose where it is lawful to do so.

**Do I have to provide the information?**

You are not obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data but we may not be able to process your fund application.

**How long will the Council retain the data for?**

The information that you have provided will be kept for according to the Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website https://www.nottinghamcity.gov.uk/your-council/about-the-council/access-to-information/information-request/

**Information Rights**

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as ‘the right to be forgotten’

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

**Data Protection Officer**

You can contact the data protection officer at:
Loxley House,
Station Street,
Nottingham,
NG2 3NG
or at data.protectionofficer@nottinghamcity.gov.uk .

**Information Commissioner's Office**

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,

Cheshire
SK95AF

www.ico.org.uk

**Further Information**

For more information about these rights please refer to our detailed privacy statement at https://www.nottinghamcity.gov.uk/privacy-statement .