



## South Somerset District Council

www.southsomerset.gov.uk

### Privacy Statement

#### **Our contact details**

Name: South Somerset District Council  
Address: PO Box 5421, Yeovil, BA20 9GU  
Phone Number: (01935) 462462  
E-mail: econdev@southsomerset.gov.uk  
Date: 15 February 2022

#### **The type of personal information we collect**

We currently collect and process the following information:

- Name, email address, contact telephone number, address of business

#### **How we get the personal information and why we have it**

The personal information we process is provided to us directly by you for one of the following reasons:

- To apply to be part of the Somerset Catalyst Programme via the website

We use the information that you have given us in order to;

- Contact you if you are successful to be part of the Somerset Catalyst Programme
- Use the information you supplied on your potential business to assess the eligibility for the programme
- Use your details to contact you for the duration of the programme if we need to in relation to the programme only
- Contact you to let you know if you are not successful and let you know of any future Somerset Catalyst programmes or similar programme

ADPR have the contract for the marketing of this programme and will collect the data on our behalf for the application and selection process. At the end of this process all data will be passed to SSDC. Your details will be shared with Somerset County Council, the Consultants and mentors in order to assess your application and in order for them to deliver this programme.

The information may also be shared to promote the programme on the website through a series of case studies and blogs for which we will gain explicit consent.

**If you need this information in large print, Braille, audio or another language, please contact us at the address below**

PO Box 5421, Yeovil, BA20 9GU  
Telephone: (01935) 462462

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) **Your consent. You are able to remove your consent at any time. You can do this by contacting [DPO@southsomerset.gov.uk](mailto:DPO@southsomerset.gov.uk)**

### **How we store your personal information**

Your information is securely stored in SSDC systems.

We keep your information for the duration of the programme. We will then dispose your information by deleting the stored database.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [SAR@southsomerset.gov.uk](mailto:SAR@southsomerset.gov.uk) if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [DPO@southsomerset.gov.uk](mailto:DPO@southsomerset.gov.uk). You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>