

Appendix 1: The information that we collect and process and the reasons why we do so.

<p>Personal data collected</p>	<ul style="list-style-type: none"> • Title • Name • Address including postal code • Telephone number/Mobile Number • Email Address
<p>GDPR conditions for processing</p>	<ul style="list-style-type: none"> • consent • performance of a contract; • compliance with a legal obligation; • task in the public interest or official authority vested in the controller
<p>Sensitive personal data collected</p> <p>Sensitive personal data is a specific set of “special categories” that must be treated with extra security. These categories are:</p> <ul style="list-style-type: none"> • Racial or ethnic origin • Religious or philosophical beliefs • Genetic data/Biometric data • Health • Sexual life or orientation 	<ul style="list-style-type: none"> • Equalities information (collected on voluntary basis - not required by the council) • Data concerning health
<p>Conditions for processing</p>	<ul style="list-style-type: none"> • Explicit consent • Task in substantial public interest • Archiving in public interest, scientific/historical research, statistical purposes
<p>Brief description of the capture, processing, use and retention of data</p>	<p>Information supplied by enquirers of the business support general enquires service, potential project beneficiaries and project beneficiaries at the enquiry stage, beginning of, during and after Enterprise Team Projects life cycle.</p> <p>Information held electronically on web forms; and where required Alicum/Evolutive Property Search Database (Commercial Property Search Database) and disposed of in accordance with the Records management Policy and Directorate Disposal Schedule.</p>
<p>What would happen if data is not provided?</p>	<ul style="list-style-type: none"> • The Council would be unable to respond to general enquiries made • Would be unable to provide commercial property search options • Would be unable to enrol Businesses including third sector organisations and

	<p>social enterprises, Business Owners and Residents onto Enterprise Team Projects</p> <ul style="list-style-type: none"> • Would be unable to provide promotional and publicity support for local entrepreneurs and businesses via social media, printed and digital press, radio and TV • Decisions on future projects, local strategy and policy formation etc. would be taken without expert advice
Data Sharing Agreement	<ul style="list-style-type: none"> • External enquiry web forms • Project registration web forms • Promotional and publicity support with Consent
If the data is transferred from a 3 rd party to LBTH; Name and role of 3 rd party	<p>On occasions data will be transferred to LBTH under the following circumstances:</p> <ul style="list-style-type: none"> • Enterprise Team Project contract delivery partners • Alcium/Evolutive Commercial Property Search Database • Other local authorities and government agencies • Procured consultants
GDPR condition under which the 3 rd party captures and processes the data	<ul style="list-style-type: none"> • To ensure legal compliance for audit purposes • To ensure appropriate support and sign posting is provided in accordance with Enterprise Team service provisions • To ensure support is provided for effective marketing and promotional activities • To receive accurate information to help develop and create future projects and local government policies
If the data is transferred to a 3 rd party from LBTH; Name and role of 3 rd party	<p>On occasions data will be transferred from LBTH under the following circumstances:</p> <ul style="list-style-type: none"> • Enterprise Team Project contract delivery partners • Other local authorities and government agencies • Procured consultants
If the data is transferred to a 3 rd party from LBTH, reason for transfer	<ul style="list-style-type: none"> • To ensure legal compliance for audit purposes • To ensure appropriate support and sign posting is provided in accordance with Enterprise Team service provisions

	<ul style="list-style-type: none">• To ensure support is provided for effective marketing and promotional activities• To receive accurate information to help develop and create future projects and local government policies
Is there an automated decision point? What is decided and on what basis.	<ul style="list-style-type: none">• No