

Business Connect Neath Port Talbot
A member of the Business Connect Wales Partnership
Data Protection Act 1998 - Fair Collection Notice

1. The Organisation

Business Connect Neath Port Talbot is a member of Business Connect Wales which is a non-incorporated partnership of many organisations around Wales, who share the desire to develop the economic and financial well being of those living in Wales – through commerce and education.

Business Connect Wales links together many organisations such as local authorities, consultancies, training and other such organisations, to support the development of small to medium sized businesses in all areas of trade and commerce.

2. Data Protection Act Policy Statement

The Personal information kept by the Business Connect Wales Partnership is solely for business purposes. However, many of those who use the Business Connect Wales Partnership for commercial purposes are the self-employed and small legally formed partnerships.

Therefore the Business Connect Wales Partnership has elected to accord all personal information the protected status required under the Data Protection Act of 1998, as if for a member of the public. There is no differentiation between people working for large public and private limited organisations, or a sole trader.

3. Identity of Data Controller

Business Connect Neath Port Talbot
Britannic Way
Llandarcy
Neath
SA10 6EL

Telephone Number: 01792 817575
Registered at Companies House in Cardiff number: 3181914
Data Protection Notification Reference: X3118917

4. Purposes

Broadly Business Connect Wales and its partners keep personal data for the economic and educational development of Welsh residents and businesses, by the provision of information and relevant contacts similarly in the Business Connect Wales arena. Business Connect Neath Port Talbot has notified the Commissioner's Office of the purpose that it uses personal information for:

Purpose 4 – Consultancy and Advisory Services

5. Marketing ‘Opt Out’

Business Connect Neath Port Talbot does not use its personal information for any purpose other than business development. So, for example, should a self-employed person seek advice on a training course, a Business Connect Wales partner will periodically provide relevant information to that self-employed person, or enable an appropriate Third Party to do so.

Business Connect Neath Port Talbot does not allow the personal data held to be used for the promotion or marketing of unrelated goods and services to individuals.

6. Business Connect’s Working Obligations

Business Connect Neath Port Talbot and The Business Connect Wales Partnership exist to support the economic and educational policies of the National Assembly for Wales. As such it uses the personal information it keeps for statistical, reporting and management purposes, in its work with the Welsh Development Agency and the National Assembly for Wales. These obligations are mandatory and set out in both primary and delegated legislation, as well as in voluntary administrative orders from the Assembly.

7. Automated Decision Making

None of the personal data kept by Business Connect Neath Port Talbot is used for automated decision making purposes.

8. Additional Information

The primary point of reference in respect of all of the Business Connect Wales Partners is
Business Connect Wales
Principality house
The Friary
Cardiff
CF1 4AE

9. Accessing Your Personal Data

A Subject Access Request (SAR) is the correct expression for finding out about your personal information under the 1998 Act.

Subject Access Requests can be made to the Data Protection Officer at Business Connect Neath Port Talbot, Brittanian Way, Llandarcy, Neath SA10 6EL.

This request can be formally in writing or informally by telephone. In both cases some form of proof of identity will be required, with confirmation of your involvement with Business Connect Neath Port Talbot. Personal information cannot be supplied to a third party even if you so request, only to yourself.

Further information may be requested from you to enable Business Connect Neath Port Talbot or one of its Partners to locate the information you wish to have disclosed to you. Following this you will be written to at your last known address to confirm your Subject Access Request.

Once a valid Subject Access Request has been agreed, Business Connect Neath Port Talbot or its Partner, then has 40 days in which to provide you with copies of the information requested. A nominal charge may be made to cover the expense of fulfilling your request.

In the event that you are unhappy with how the Subject Access Request has been prepared, or the time taken to provide the information requested, please contact the Head of Business Connect Neath Port Talbot at Brittanica Way, Llandarcy. The Head undertakes to pursue your Subject Access Request with the appropriate Partner or his own staff.

Business Connect Neath Port Talbot will make any valid corrections or amendments to your personal information, following your Subject Access Request.

In the event that Business Connect Neath Port Talbot fails to meet its disclosure commitments under the Act, or to fulfil your rights to have data revised, you may then contact the Information Commissioners Office at the following address:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone number 01265 545746. Or www.dataprotection.gov.uk

10. Personal Data Transfers

Personal Data is transferred between Business Connect Wales Partner organisations for business development and research purposes only.

Personal Data is not passed outside of the Business Connect Wales Partnership network.

Personal Data is not transferred overseas or to the European Economic Area.

Personal Data is acquired from relevant third parties with the appropriate data protection regimes of their own.

11. Personal Data Kept

The Personal Data kept by Business Connect Neath Port Talbot and other members of the Business Connect Wales Partnership is self-reported by an individual as part of a business registration with a Partner, or as part of the ongoing work of the partnership as a whole.

Some of the Personal Data comes 'in confidence' as references and assessments, and occasionally it comes from occupational health sources.

Some of the Personal Data kept occasionally contains 'Sensitive' data as defined by the 1998 Act.

A description of the possible range of Personal Data kept by Business Connect Neath Port Talbot and its partners is available from Business Connect Neath Port Talbot at Brittanic House, Llandarcy.

11. Protection Of Your Information

Business Connect Neath Port Talbot and its Partner organisations take great care to protect your Personal Data, both on computer and around the offices, by adopting suitable protective measures