

Burnley Business Crime Reduction Partnership

Privacy Notice – Members

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Privacy Notice

This Privacy Notice explains how your personal data is collected, used and protected when you become a Member or Authorised Administrator of the Burnley Business Crime Reduction Partnership (“Burnley BCRP”).

Burnley BCRP is funded by Burnley Business Improvement District (Burnley BID) and operated by Groundwork Cheshire Lancashire & Merseyside (Groundwork CLM), which acts as the accountable body for the Partnership.

Groundwork CLM is the Data Controller responsible for the personal data processed in connection with Burnley BCRP.

Who we are

Burnley Business Crime Reduction Partnership brings together businesses, Lancashire Constabulary, Burnley Borough Council and other partner organisations to reduce crime, anti-social behaviour and violence affecting businesses within Burnley.

The Partnership enables Members to share information lawfully for the purposes of preventing and detecting crime, protecting businesses, employees and customers, and improving community safety.

Data Controller

Groundwork Cheshire Lancashire & Merseyside
74–80 Hallgate
Wigan
WN1 1HP

Telephone: 01942 821444

Email: BurnleyBID@groundwork.org.uk

ICO Registration Number: **Z324664X**

Groundwork CLM is responsible for ensuring that all personal data processed through Burnley BCRP complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

What personal data we collect

We may collect and process the following personal data about Members and Authorised Administrators:

- name
- job title

- employer or organisation
- business address
- email address
- telephone number
- user account information
- DISC user identification details
- login history
- audit logs
- records of training completed
- records of acceptance of the Rules & Protocols
- records of administrative permissions
- correspondence relating to your membership

We do not routinely collect special category personal data about Members unless this is necessary in connection with required support, safeguarding or legal obligations.

Why we process your information

We process Member information to:

- administer Burnley BCRP
- manage membership
- provide access to the DISC system
- verify authorised users
- communicate operational alerts
- distribute intelligence
- provide training and guidance
- administer meetings where relevant
- investigate complaints
- investigate misuse of the system
- maintain audit records
- comply with legal obligations
- protect the integrity and security of the Partnership

We do not use your personal information for marketing purposes unrelated to Burnley BCRP.

Lawful basis for processing

The lawful basis for processing your personal data will usually be one or more of the following:

Article 6(1)(b) UK GDPR – Contract

Processing is necessary to administer your organisation's membership of Burnley BCRP and to provide you with access to Partnership services.

Article 6(1)(f) UK GDPR – Legitimate Interests

Groundwork CLM and Partnership Members have a legitimate interest in operating a secure Business Crime Reduction Partnership, protecting businesses and maintaining the integrity of information shared through the Partnership.

Article 6(1)(c) UK GDPR – Legal Obligation

Certain processing may be necessary to comply with legal or regulatory obligations.

Who has access to your information

Your personal data may be accessed by:

- authorised Groundwork CLM employees
- Authorised Administrators acting on behalf of Groundwork CLM
- authorised representatives of your own organisation
- auditors where required
- UK enforcement agencies where legally required
- regulatory authorities where legally required

The Burnley BID Board does not routinely have access to Member personal data or operational records held within DISC.

Authorised Administrators

Certain nominated individuals, including Groundwork CLM employees and approved representatives of Member organisations (for example, the Chair of Burnley Pubwatch), may be granted enhanced administrative permissions.

These individuals are subject to the same confidentiality, security and data protection obligations as Groundwork CLM employees.

All administrative activity is subject to audit.

Sharing your personal data

We may share your information where necessary with:

- Lancashire Constabulary
- Burnley Borough Council
- neighbouring Business Crime Reduction Partnerships
- organisations with whom appropriate Information Sharing Agreements exist

- professional advisers where required
- courts or regulators where legally required

We will not sell your personal data.

We will not use your personal data for commercial marketing.

Your information will not normally be transferred outside the United Kingdom.

Security

Groundwork CLM applies appropriate technical and organisational measures to protect your information.

These include:

- secure authentication
- role-based access controls
- password protection
- audit logging
- regular access reviews
- secure data storage
- staff training
- incident management procedures

Members are responsible for protecting their own login credentials.

Audit Monitoring

All user activity within the DISC system may be monitored and recorded.

Audit information may include:

- account logins
- searches
- records viewed
- incidents submitted
- amendments made
- publications
- administrative actions

Audit information is used to:

- maintain system security
- investigate complaints
- investigate suspected misuse
- demonstrate compliance with data protection legislation

How long we keep your information

We will retain your personal information only for as long as it is necessary for the purposes for which it was collected.

Normally:

- membership records will be retained while your organisation remains a Member of Burnley BCRP
- user account records will be retained while access remains active
- audit records and membership administration records will be retained for as long as reasonably necessary

Where you leave the Partnership:

- your DISC account will be disabled
- personal information no longer required will be securely deleted
- information required for legal, audit or evidential purposes may be retained for an appropriate period before secure deletion.

Your responsibilities

Members are responsible for ensuring that:

- the contact information they provide remains accurate
- changes in employment or authorised users are reported promptly
- unauthorised access is reported immediately
- passwords remain confidential
- Partnership information is only used for authorised purposes

Your rights

Under UK GDPR you have the right to:

- be informed about how your personal data is used
- request access to your personal data
- request correction of inaccurate personal data
- request restriction of processing where appropriate
- object to certain types of processing where applicable
- complain to the Information Commissioner's Office

Some rights may be limited where information is processed for crime prevention or detection purposes or where exemptions under the Data Protection Act 2018 apply.

Making a request

If you wish to exercise any of your rights or have questions about this Privacy Notice, please contact:

Groundwork Cheshire Lancashire & Merseyside
74–80 Hallgate
Wigan
WN1 1HP

Telephone: 01942 821444

Email: BurnleyBID@groundwork.org.uk

We will normally respond within one calendar month.

Complaints

If you are dissatisfied with how your personal data has been handled, please contact Groundwork CLM in the first instance.

You also have the right to complain to the Information Commissioner's Office.

Website:

<https://ico.org.uk/>

Groundwork CLM will always seek to resolve concerns promptly and transparently before they escalate wherever possible.

Changes to this Privacy Notice

This Privacy Notice will be reviewed regularly to ensure it remains accurate and reflects changes in legislation, guidance or the operation of Burnley BCRP.

The most recent version will always be made available to Members.