



## **Exeter City Council – (Digital Boost)**

### **Privacy Notice**

#### **How we use your personal information**

We use your personal information so that we can provide you with the Digital Boost support service. We are required to do this because we need to be able to contact you with regard to your participation in the service and the support you receive. We also need to report to the Government Department of Business, Energy and Industrial Strategy (BEIS) regarding the programme participants, as they are providing the funding for this service through the Additional Restrictions Grant Programme.

#### **What we will do with it**

Your personal information will be collected and held by Cosmic for the duration of the service to ensure an effective and efficient service is provided to you. It will also be held and used by the council so that we can report on the use of the funding. We will share your information with the Department of Business, Energy and Industrial Strategy as required under the terms of the funding.

#### **How long will we keep your information?**

Under the terms of the funding, we need to retain your information for 10 years. When we no longer need to keep it, we will destroy it.

At the end date of the project – 31 March 2022, Cosmic will securely pass all information gathered to Exeter City Council and will no longer retain any information connected with this service.

#### **What will happen if you don't provide your personal information?**

If you don't provide your information, we will be unable to offer you the Digital Business Support Service.

#### **More information**

To see the council's full privacy notice or to find out about your rights go to [www.exeter.gov.uk/DataProtection](http://www.exeter.gov.uk/DataProtection).