Privacy Notice

The Council is the data controller for purposes of the Data Protection Act (2018) and EU General Data Protection Regulation as of May 2018 and is registered as a data controller with the Information Commissioner's Office (ICO)

Brighton & Hove City Council are committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

Purposes and lawful basis of processing

We are collecting your data for the purpose of processing your application to join the Buy with Confidence Membership Scheme. Your information will be used to complete the necessary checks needed for approval, including credit and background checks. We will also require a Disclosure Barring Service Certificate to process your application. We may also need to use your contact details for communication purposes in connection with the membership. If you are found to have been dishonest or committed an unlawful act your information may be used in any investigation and the necessary enforcement action.

Our lawful basis for collecting and processing your personal data is under the performance of a task carried out in the public interest. Special category data is collected because there is a substantial public interest, specifically relating to the Data Protection Act 2018, Schedule 1, Part 2, Paragraph 11 'protecting the public against dishonesty etc.'

Who we will share your data with

Your data will not be shared internally, however, your trading name and contact number will be put on the regional Buy with Confidence website and the directory.

How long we will hold your data (retention)

We will hold your data for the whole time you are a Buy with Confidence member plus three years. If your application is refused we will keep information for one year from the decision. If your membership is revoked then your information will be kept for six years from that decision.

Transferring data outside the European Economic Area

Your information is not processed outside of the European Economic Area.

Your information rights

Under GDPR you have certain rights concerning your information.
For further information on your rights visit https://www.brighton-hove.gov.uk/privacy

Further information

If you would like to discuss this further please contact our Information Governance Team on 01273 295959 or data.protection@brighton-hove.gov.uk
The council also has a Data Protection Officer, who can be contacted via https://www.brighton-hove.gov.uk/dpo
You can also contact the ICO for further information or to make a complaint:

Information Commissioner's Office
Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Phone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
https://ico.org.uk/global/contact-us/email/
https://ico.org.uk/make-a-complaint/

Brighton & Hove City Council

BUY WITH CONFIDENCE

APPLICATION FORM

Your Name:	
Position in Business:	
Name of Business Applying:	(If Ltd, Company or Plc, please enter full Company name)
Trading Name(s):	
How long have you been trading under this name?	
Previous Trading Names: (where applicable)	
Type of Business:	☐ Sole Trader ☐ Partnership ☐ Limited Company ☐ PLC
Nature of Business: (ie. What you do)	
Business Telephone Number: (including dialling code)	
Business Fax Number:	
Business Email Address:	
Web Site Address:	

Limited Companies and PLCs ONLY

Director(s):	
Company Secretary:	

Partnerships ONLY: Please list all partners in the business

Name of Partners:		
Address:	Building Name:	
	Door No and Road:	
	Village/Area:	
	Town/City:	
	County:	
	Post Code:	

Head Office or Registered Office Address:

Building Name:	
Door No. and Road:	
Village/Area:	
Town/City:	
County:	
Post Code:	
Telephone:	
Mobile:	
Fax:	
Email:	

Principal place of business: ☐ Yes ☐ No

Show on web site entry: ☐ Yes ☐ No

Additional Business Premises: Please list all premises where your company operates

Building Name:	
Door No and Road:	
Village/Area:	
Town/City:	
County:	
Post Code:	
Telephone:	
Mobile:	
Fax:	
Email:	

Principal place of business: ☐ Yes ☐ No

Show on web site entry: ☐ Yes ☐ No

How many people work for your company?:

Do you use sub-contractors?: ☐ Yes ☐ No

Do you generate sales by cold calling? ☐ Yes ☐ No

Company contact for application queries:

Contact Name:	
Position:	
Telephone:	
Email:	

Please list any Trade Association Memberships:	
Expectations of the Scheme:	

Please submit this form **only if:**

- You have read the **Terms of Membership** and agree to abide by them.
- You are **authorised** to make this application and the following declaration on behalf of the business/persons named.

I agree to abide by the Terms of Membership: ☐ Yes ☐ No

Name: *	
Position:	

How did you hear about the BWC scheme?	

Table of Charges-Inc. of VAT

Please Note: Please make cheques payable to '**Brighton & Hove City Council'**

Size of Business	Fee
1-5 employees	**£145.00**
Between 6-20 employees	**£216.00**
Over 21	**£290.00**

Please return application form to:

The Buy with Confidence Team, Trading Standards, Brighton & Hove City Council, Bartholomew House, Bartholomew Square, Brighton BN1 1JE