

Business Development Services

Who we are and what we do:

The Business Development Team promotes the business and drives sales of our services. It provides the necessary research to identify our target customers and other audiences.

Why we need your information and how we use it:

We collect personal data and this will be used to undertake the following;

- To provide you with the appropriate services;
- To submit tenders;
- Help us develop and improve our services;
- Complete statistical return to Government departments;
- Measure whether our services are improving the provision of bespoke sector-specific services;
- To maintain our own accounts and records;
- To use the personal data for service awards and accreditations

The lawful bases for processing your personal data are the following;

- ✓ Contract: the processing is necessary for a contract we have with yourself, or because they have asked us to take specific steps before entering into a contract;
- ✓ Consent: the individual has given clear consent for you to process their personal data for a specific purpose;

What type of information is collected from you:

In order to effectively and efficiently provide the service to you the following information is collected:

- name
- address
- email address
- contact number
- photos/images
- signatures
- TUPE information

Whom your information may be shared with (internally and externally):

Your data may be shared with the following:

- internal departments
- Greenwich Service Solutions Limited
- Royal Borough of Greenwich
- suppliers
- Other third-party organisations, as allowed by law
- Other partner agencies that provide services on our behalf
- Agencies with whom we have a duty to co-operate, such as police

How long we keep your information (Retention policy):

Personal data will not be retained for longer than necessary in relation to the purposes for which they were collected or for the duration of the contract.