#### **Colchester Market Traders**

#### Information collected

- Name
- Address
- Contact details

## Agencies we might share your information with

• None without prior consent

### **Purpose for processing**

Colchester Borough Council requires the above information in order to process your application for a market stall. We only request the minimum amount of information and ensure that it is stored securely in Office 365.

# Length of time we keep your information

We will keep your information whilst you have a market stall and for 2 years once you stop trading.

### Updates to this privacy notice

We will continually review and update this privacy notice to reflect changes in our processes and procedures, as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the bottom of this notice. We encourage you to periodically review this notice and to be informed of how Colchester Borough Council is protecting your information.

The privacy notice was last updated on 04/07/2019.