PortsmouthBID

PORTSMOUTH CITY CENTRE BID PRIVACY POLICY

WHO WE ARE?

Portsmouth City Centre BID is a not-for-profit company limited by guarantee (registered in England and Wales company number 17368935.) We are a Business Improvement District (BID) which is a business-led scheme, raising funds locally to be spent locally in accordance with our published Business Plan 'voted in' by the majority of our levy payers in line with BID regulations. As of September 2026, there are over 350 BID schemes operating in the British Isles – www.britishbids.info

We are committed to protecting and respecting personal data and privacy and complying with all applicable laws including the General Data Protection Regulation (GDPR) which came into force on 25th May 2018.

THE DATA WE HOLD

We hold data about our levy payers who contribute through their annual levy payment each year of the five year term. We also hold data about our Board and any staff we employ. Our levy payers' data is collected primarily through Portsmouth City Council's ratings list as well as direct communications with our levy payers through email, one to one discussions, social media and via our Portsmouth City Centre BID website currently hosted by Portsmouth City Council at https://portsmouthcitycentre.co.uk/future-plans/business-improvement-district/

All data is confidential and securely held.

HOW WE USE DATA

We have a 'legal' responsibility to communicate with our levy paying members in issues associated with developing the BID to a subsequent term which takes place every five years; this is because BID schemes are underpinned by government legislation and regulations - https://www.legislation.gov.uk/uksi/2004/2443/contents/made

Beyond complying with our legal responsibilities, we also wish to communicate with our levy payers to inform them about what BID projects and services we are delivering with their funds, give them the opportunity to shape these and let them know about issues that may be of interest to them; we have determined that the majority of our communications will be in the levy payers' 'legitimate interest'. Levy payers can withdraw their consent for these communications at any time.

We only use data where we have a proper reason to do so and will always seek consent if we feel that our communications fall outside of our legal responsibilities or the basis for legitimate interest.

We will regularly review what data we are storing and processing and on what basis it is being used for; each time we communicate, we will check whether there are reasonable grounds to do so.

We will never sell our data to companies for marketing purposes.

HOW WE SHARE DATA

Occasionally, we may use third party service providers or mail services to help provide support to our levy payers e.g. a PR Company to promote Portsmouth City Centre and our levy paying businesses. Processes and agreements are in place to ensure that data is protected, kept confidential and only used in accordance with our instructions. We encrypt any spreadsheets we share with passwords.

We have a data sharing agreement with all our third-party service providers and an assurance that confidentiality is maintained. We ask all third-party service providers that we use to demonstrate to us that they are also compliant

with good data protection practices and are taking reasonable and appropriate security measures to protect our data.

FURTHER INFORMATION

Our BID Manager is our Data Protection Officer. We may amend this policy from time to time. If we do so we will post amendments on our website at https://portsmouthcitycentre.co.uk/future-plans/business-improvement-district/

Our email address is bidmanager@portsmouthcitycentrebid.co.uk

Ratified September 2026