

**Between: Wrexham County Borough Council (WCBC) And: Wrexham BID Ltd
(Company No: 16536873)**

1. Purpose of the Agreement

The purpose of this agreement is to facilitate the transfer of data required to:

- Identify businesses liable for the BID Levy within the Wrexham BID boundary.
- Enable the billing, collection, and enforcement of the BID Levy.
- Communicate with levy payers regarding BID projects, votes, and annual general meetings.

2. The Legal Basis for Sharing

The sharing of this data is necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in the parties under:

- **The Business Improvement Districts (Wales) Regulations 2005.**
- **The Local Government Act 2003.**
- **UK GDPR Article 6(1)(e):** Public Task.

3. Data Categories to be Shared

The Council shall provide the BID with the following "Levy Payer Data" extract:

- **NNDR Account Number** (unique identifier).
- **Ratepayer Name** (Limited Company or Individual).
- **Hereditament Address** (The business premises in Wrexham).
- **Billing Address** (If different from the premises).
- **Rateable Value (RV)** (Used to calculate the levy amount).
- **Empty Property Status** (To determine liability).

4. Data Transfer Process

- **Frequency:** The Council will provide an updated "Master List" annually following the setting of the new financial year rates.
- **Method:** Data must be transferred via a secure, encrypted method (e.g., a Secure File Transfer Protocol [SFTP] or password-protected encrypted CSV via a secure government email).
- **Format:** Standardised Excel or CSV format compatible with the BID's management software.

5. Roles and Responsibilities

Role	Responsibility
Data Controller (Council)	Responsible for the accuracy of the NNDR billing data.
Data Controller (BID)	Responsible for the secure storage and use of data once received.
Data Processor (Third Party)	Any software provider used by the BID to manage the levy must be named here.

6. Permitted and Prohibited Use

- **Permitted:** The BID may use the data to mail newsletters, ballots, and statutory notices.
- **Prohibited:** The BID **must not** sell, lease, or share this data with third-party commercial entities (e.g., marketing agencies or energy brokers).
- **Prohibited:** The data must not be used for any purpose outside the "BID Area" or "BID Term."

7. Security and Retention

- **Security:** Wrexham BID Ltd agrees to store the data on password-protected, encrypted devices. Access is restricted to the BID Manager and authorized Board members.
- **Retention:** Data will be held for the duration of the 5-year BID term. At the end of the term (or if the BID is wound up), the data must be securely deleted/shredded, except where required for tax/audit purposes.

8. Data Subjects' Rights

Both parties will cooperate to respond to any **Subject Access Requests (SARs)** or "Right to be Forgotten" requests. However, as the levy is a statutory tax, "Right to Erasure" does not apply to the data required for billing.