

BASSE Programme Privacy Policy

Business Advantage for Scaling Sustainability and Expansion (BASSE Northeast Programme)

Delivered by The Mill Enterprise Hub

1. Introduction

The BASSE Northeast Programme (“BASSE”, “we”, “our”, “us”) is committed to protecting and respecting your privacy.

This Privacy Policy explains how we collect, use, and protect your personal data when you:

- Apply to participate in the BASSE Programme
- Engage in programme activities
- Interact with us through events, communications, or our website

We process personal data in accordance with the **General Data Protection Regulation** and applicable Irish data protection laws.

2. Who We Are

The BASSE Programme is delivered by:

The Mill Enterprise Hub Limited

(Drogheda Enterprise Centre CLG)

Drogheda, Co. Louth, Ireland

For the purpose of data protection legislation, The Mill Enterprise Hub is the **Data Controller**.

3. What Data We Collect

We may collect and process the following categories of personal data:

a) Identification & Contact Information

- Name
- Email address
- Phone number
- Job title

b) Business Information

- Company name and address
- Sector
- Number of employees
- Financial and growth-related information (where relevant to programme eligibility)

c) Programme Participation Data

- Attendance records
- Engagement in sessions, mentoring, and events
- Feedback and evaluation responses

d) Media & Communications

- Photographs, video recordings, and testimonials (where consent is provided)

4. How We Use Your Data

We use your personal data to:

- Assess eligibility and manage programme applications
- Deliver programme activities (mentoring, workshops, peer sessions)
- Communicate programme updates and relevant opportunities
- Monitor and evaluate programme performance and impact
- Comply with reporting requirements for funders (Enterprise Ireland)
- Improve future programme delivery

5. Legal Basis for Processing

We process your data under the following legal bases:

- Contractual necessity – to deliver the BASSE Programme
- Legitimate interest – to manage and improve programme delivery
- Legal obligation – to comply with funding and regulatory requirements
- Consent – for marketing communications and media usage

6. Data Sharing

We may share your data with:

- Programme delivery partners and mentors
- Funding bodies, including:
 - Enterprise Ireland
- Professional service providers (e.g. IT systems, CRM, accounting tools such as Xero)

All third parties are required to respect the security of your personal data and process it in accordance with the law.

7. Data Retention

We retain personal data only as long as necessary to:

- Deliver the programme
- Meet contractual and legal obligations
- Fulfil reporting requirements to funders

Typically, this may be up to **4 years**, depending on funding compliance requirements.

8. Your Rights

Under GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion (“right to be forgotten”)
- Restrict or object to processing
- Data portability
- Withdraw consent at any time

To exercise your rights, contact us at: maria@themilldrogheda.ie

9. Data Security

We implement appropriate technical and organisational measures to protect your data, including:

- Secure storage systems
- Access controls
- Staff confidentiality obligations

10. Marketing Communications

We will only send you marketing communications where:

- You have given consent, or
- There is a legitimate interest in providing relevant programme updates

You can unsubscribe at any time via the link in emails or by contacting us directly.

11. Cookies & Website Data

If you interact with BASSE via a website, cookies may be used to enhance user experience and analyse traffic. A separate Cookie Policy may apply.

12. Updates to This Policy

We may update this Privacy Policy from time to time. The latest version will always be available upon request or on our website.

13. Contact Us

If you have any questions about this Privacy Policy or how your data is handled, please contact:

The Mill Enterprise Hub

Email: maria@themilldrogheda.ie

Address: The Mill Enterprise Hub, Newtown Link Road, Drogheda, Co. Louth, Ireland

You also have the right to lodge a complaint with the Data Protection Commission.