

Privacy Notice (How we use your information)

Highways Service – Highways Registry and Local Land Charges

The Highways Registry and Local Land Charges Team are responsible for:

- Maintaining the Local Land Charges Register for the Kirklees area on behalf of the Council.
- Responding to requests for land charge and CON29 searches, collating and providing information in connection with the conveyancing process, to agents, solicitors, professional bodies and members of the public.
- Processing landowner statements and declarations for inclusion on the register of landowner statements.
- Processing applications for common land or village greens (registration or amendment).
- Responding to highways registry enquiries or requests for information (e.g. adoption status, extent of highway etc.).

This Privacy Notice sets out how personal information, in relation to the above activities, is collected, processed, held, shared and retained.

The categories of information that we collect, process, hold and share include:

The personal information which we specifically request as part of the application processes associated with the services outlined above are:

- Name
- Address (of property and/or contact address)
- Contact details
- Bank account or financial information for payment purposes

Details relating to business, company or organisation name, address and contact details are also requested but are not treated as personal information and therefore fall outside the scope of this Privacy Notice.

Please note that we do not specifically request any other personal information, however, it is possible that additional personal or sensitive information may be included within any supplementary information which you send to us. We strongly advise that you read through, in full, any information before you send it to us to ensure that there is no additional personal or sensitive information included (other than that set out above).

Why we collect and hold this information

We use this personal information in order to:

- Enable us to meet all legal and statutory functions under the Highways Act 1980, along with other relevant legislation.
- Contact you should we need to obtain further information or clarification relating to your request.
- Provide you with updates and/or the information which you have requested.
- Assess the quality of our services, for example by contacting you to request feedback.
- Obtain payment for the services to be provided to you (where applicable).
- Evaluate and improve our performance.

If you do not provide the personal information requested then we will be unable to process your request.

The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- 6(1)(c) We have a legal obligation.
- 6(1)(e) We need it to perform a public task.

This lawful basis is underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to

- The Highways Act 1980
- Local Land Charges Act 1975
- Local Land Charges Rules 1977 & 2018
- Commons Registrations Act 1965
- Town and Country Planning Act 1990
- Commons Act 2006
- Dedicated Highways (Registers under Section 31A of the Highways Act 1980) (England) Regulations 2007
- Commons (Registration of Town or Village Greens) and Dedicated Highways (Landowner Statements and Declarations) (England) Regulations 2013

Storing this information

The data may be stored in various ways and this will affect the length of time that we may keep your data. We are currently reviewing and updating our internal procedures with regards to retention of personal information and as such this Privacy Notice and associated retention schedules will be updated once this process has been completed.

Who we share this information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To process your application and/or enquiry and verify the information provided;
- To deliver a service;
- To maintain the appropriate registers, as required by law;
- To arrange payment for the services which we provide to you;
- To manage local authority performance.

We may share this information with:

- Other services within Kirklees Council;
- Other Local Authorities;
- Other agencies of local or national government;
- External legal advisors and other appropriate advisers;
- Members of the public.

We are legally required to publish details associated with landowner statements and applications relating to common land/village greens so that members of the public are informed of any proposed changes. The name and address details of the applicant must be included within the information which we publish and the associated register must also contain this information.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact the Highways Registry and Local Land Charges Team via email (land.charges@kirklees.gov.uk).

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.



You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.