

## **Privacy Notice (How we use your information)**

### **Greenspace Action Team**

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

- Personal information such as name, date of birth, email and postal addresses.

#### **Why we collect and hold this information**

We use this personal data in order to:

- Enable us to carry out specific functions for which we are responsible such as the investigation of various complaints relating to legislation.
- Provide you with feedback and updates on your complaints
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

#### **The lawful basis on which we use this information**

We collect and process information about you under Article 6 (1) (c) and 6 (1) (e) – performance of a public task – in order to fulfill our statutory obligations under the following legislation:

- Environmental Protection Act (1990)
- Clean Neighbourhoods and Environment Act (2005)
- Public Health Act (1936)
- Town and Country Planning Act (1984)
- Refuse Disposal (Amenity) Act (1978)
- Highways Act (1980)
- Local Government Miscellaneous Provisions Act (1976)
- Anti-social Behaviour, Crime and Policing Act (2014)
- Prevention of damage by pests act (1949)
- Dangerous Dogs Act

#### **Storing this information**

We will hold the information about you securely. In all cases we will process your request, complaint or issue and this information will be held for no more than 7 years.

#### **Who we share this information with**

We routinely share this information with: Organisations where we have information sharing and contractual agreements to process and share data.

Other services within Kirklees Council

Other public task organisations (those who process data for tasks in the public interest or exercising official authority).

## **Why we share this information**

We share information with partners within our public task functions for the detection and prevention of crime and where wider public interest, safety and wellbeing maybe at risk within the current safe guarding guidelines.

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

## **Further information**

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

If you would like further information about this privacy notice, please contact:  
[environmental.enforcement@kirklees.gov.uk](mailto:environmental.enforcement@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please call the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by telephoning 01484 221000.