

Privacy Notice (How we use your information)

“Inclusive Communities Framework”

The Inclusive Communities Framework is a commitment to work better with communities on local issues. That means we have to change how we do things, and as a partnership with local organisations like the Police, we have committed to do this. We hope other organisations will join us.

The framework sets out how we want to work with people and has a toolkit that helps organisations review and improve how they work with communities.

It is a framework so that it can be used with a wide range of plans and strategies across lots of different organisations.

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

- Information you supply to us as part of the expression of interest request.
- Name
- Email and postal address
- Phone numbers

Why we collect and hold this information.

We use this personal data in order to:

- Liaise with you about your journey through the Inclusive Community Framework.
- Support you through the Inclusive Community Framework implementation process.
- Evaluate and improve the performance of the Inclusive Community Framework
- Derive statistics which inform decisions about future delivery of the Inclusive Community Framework
- Evaluate and improve our performance.
- To add to our mailing list to ensure you are aware of opportunities and initiatives.

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)(e) We need it to perform a public task.

These legal bases are 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 Local Government Act 2000

Collection of special categories of personal data

We do not ask you to provide any special categories of personal data.

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives.

We will keep your personal information for one year after your involvement with the service has ended.

We will then dispose of your information by manual electronic file deletion or automatic file deletion (where this is in operation).

Who we may share your 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 identify and encourage good practice.

We may share this information with:

- Other services within Kirklees Council.
- Council partners who are involved in the Inclusive Communities Framework

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 page](#).

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: communities@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.