

Privacy Notice (How we use your information) CROS– Organisational Development, Taxi Driver Training

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

- Personal information (such as name, email, driving licence, DOB and postal address)
- Educational Qualifications, NI number, type of vehicle and vehicle registration number

Why we collect and hold this information

We use this personal data in order to:

- Provide you with feedback and updates about service relating to your enquiry;
- Provide you with the support you need to help us deliver our services;
- Enable us to carry out specific functions for which we are responsible;
- 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) legal obligation; for example, a public body's tasks, functions, duties or powers.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for the length of time it takes to process your request, complaint or issue in order to satisfy/conclude the reason(s) CROS Organisational Development were contacted in the first instance.

Who we share this information with

We may routinely share this information with:

- Other services within the Council such as KNH, Licensing & Public Protection.
- Other partners such as VOSA, DVLA, West Yorkshire Police and Colleges of Further Education.

Why we share this information

We may share information within Kirklees Council and our partners in order to satisfy / conclude the reason(s) CROS Organisational Development were contacted in the first instance.

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 <http://www.kirklees.gov.uk/privacy>

If you would like further information about this privacy notice, please contact: CEIG@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 or by ringing 01484 221000.