

Privacy Notice (How we use your information)

Coproduction Reward and Recognition Payments

Co-production is a way of designing and delivering public services in an equal and reciprocal relationship between professionals and people using Council services. We look to residents to contribute feedback and ideas for improving and developing services they have had experience of.

Kirklees Council would like to reward the contribution you make and to acknowledge your time and effort by way of a nominal cash payment or shopping voucher. This is referred to as “payment for involvement”.

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

- Personal information
 - Name
 - Address
 - Telephone number
 - Email

- Bank Account information
 - Sort Code
 - Account Number

Why we collect and hold this information

We use this personal data in order to:

- Make a payment to you by way of a bank transfer, cash payment or shopping voucher;
- Keep a record of who payments/vouchers have been given to;
- Keep an audit trail.

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)(f) Legitimate Interest. The data will be collected under legitimate interest to enable the distribution of a voucher or to make a payment for your involvement.

How we store your personal information

We will hold the information about you securely, and for no longer than reasonably necessary. Your information is safely stored Kirklees Council's secure network drives.

All records will be manually or automatically deleted after 6 years (+ current financial year).

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 manage local authority performance
- To identify and encourage good practice.

We may share this information with:

- Other services within Kirklees Council.

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: coproduction@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.