

Privacy Notice (How we use your information)

Food Waste Workshops – Waste Service

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

- Personal information (such as name, email address, first part of your postcode, and household composition).
- Other information (such as how much food waste you have, how you heard about the workshop).

Why we collect and hold this information

We use this personal data in order to:

- Sign you up for the food waste workshop;
- Provide you with access to the food waste workshop;
- Enable us to carry out specific functions for which we are responsible;
- 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 with your explicit consent under Article 6(1)(a) and Article 6 (1)(e) exercising official authority; 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 is reasonably necessary to process your request, complete the workshops, collect feedback, and derive statistics to inform decisions about the delivery of future workshops. We will hold it for 12 months.

Who we share this information with

We routinely share this information with:

- The workshop facilitator

We do not routinely share your personal data with any internal services or external organisations unless required to do so by law.

Why we share this information

We share information with the workshop facilitators so they can run the workshops.



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 [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: Rachel Palmer at Rachel.Palmer@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.