

Privacy Notice (How we use your information)

Kirklees Passport

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

- Your Full Name
- Your National Insurance Number
- Your Date of Birth
- Your Address and other contact details
- Child's Full Name
- Child's Address
- Child's Date of Birth
- Proof of your qualifying benefits

Why we collect and hold this information

We collect this data to be able to lawfully process the Kirklees Passport Application you have submitted for yourself and your child (if appropriate)

The data is held for the purpose of awarding the correct Kirklees Passport to the right Person(s) based upon the information you have provided.

The lawful basis on which we use this information

We collect and process information about you under Article 6(1)(a) because Kirklees are relying upon your consent.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for seven years in order to deal with the processing of Kirklees Passports. After this time your information will be deleted or archived.

Who we share this information with

Nobody.

Why we share this information



We don't share it.

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

If you would like further information about this privacy notice, please contact:

Rachel Tedder

Kirklees Passport Team

Phone 01484 221000

Email: Kirklees.passports@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.