

## Privacy Notice (How we use your information)

### Streetworks – Information on Planned Street & Road Works and Events

Kirklees Council's Highways Service has duties and powers under the Traffic Management Act 2004 to keep roads clear and traffic moving without unnecessary delay.

In carrying out these duties, the council has implemented a Permit Scheme to help coordinate and manage works and events on the district's highways (roads, footways and other paths and routes).

As part of the Permit process, we may wish to consult with or inform individuals, or representatives of organisations or groups, of disruption or restrictions on the council's roads, paths and routes.

This Privacy Notice sets out how personal information, is collected, processed, held, shared, and retained.

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

The personal information which we specifically request is:

- Name.
- Organisation being represented.
- Telephone number.
- Email address.

Please note that we do not specifically request any other personal information, however, it is possible that additional personal or sensitive information may be included within any supplementary information which you send to us. We strongly advise that you read through, in full, any information before you send it to us to ensure that there is no additional personal or sensitive information included (other than that set out above).

#### **Why we collect and hold this information.**

We use this personal data to:

- Enable us to meet all legal and statutory functions.
- To inform you of disruption or restrictions on the council's highways, paths, and routes.
- Contact you should we need to obtain further information or clarification relating to your interest in the routes affected.

- Assess the quality of our services.
- Evaluate and improve our performance.

## **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)(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Highways Network Management Streetworks Team at [highways.nraswa@kirklees.gov.uk](mailto:highways.nraswa@kirklees.gov.uk).

6(1)(c) We have a legal obligation.

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 Traffic Management Act 2004
- The Highways Act 1980
- Road Traffic Regulation Act 1984
- New Roads and Street Works Act 1991
- Town Police Clauses Act 1847
- Transport and Works Act Order 2022 (No. 1067) for Transpennine Rail Upgrade

We do not ask for any other type of personal data however if any of the information you provided us contains special category, such as health/disability information, this is personal data that needs more protection because it is sensitive. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we would rely on for processing is:

9(2)(a) Your explicit consent. You are able to remove your consent at any time. You can do this by contacting the Highways Network Management Streetworks Team at [highways.nraswa@kirklees.gov.uk](mailto:highways.nraswa@kirklees.gov.uk).

## **How we store your personal information**

We will hold the information about you securely on Kirklees Council's secure network drives. We will keep your personal information for two years after the completion of the TRU (Transpennine Rail Upgrade Project), or until you request the data is removed.

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 deliver a service.
- To manage local authority performance.

We may share details of your application or objection with:

- Other services within Kirklees Council.
- Police and other emergency services.
- Transport providers such as West Yorkshire Metro, rail network operators and service providers (including the Transpennine Rail Upgrade project group).

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](mailto: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: Highways Network Management Streetworks Team at [highways.nraswa@kirklees.gov.uk](mailto:highways.nraswa@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](mailto: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.