

# Privacy Notice (How we use your information)

## Inclusive Communities Team

Inclusive Communities team works with local community businesses, organisations, and voluntary groups. We aim to provide you with information, guidance, and support to enable you to set up community initiatives, services, and events in your local area for its residents.

In doing so we hope to build and develop long lasting relationships within the community and help people build a sense of wellbeing, connection and belonging.

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

- Personal information (such as name, telephone number email and address (preferably business organisation address but on occasions personal address))

### Why we collect and hold this information

We use this personal data in order to:

- Provide you with information pertinent to your organisation and work
- Provide you with the support you need to work in communities
- Enable us to carry out specific functions for which we are responsible.
- Evaluate and improve our performance.
- Help with research and planning to inform decisions about delivery of services.
- Delivery of training and updates on training and accreditation.
- To add to our mailing list to ensure you are aware of opportunities and initiatives

### 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 [cohesion@kirklees.gov.uk](mailto:cohesion@kirklees.gov.uk)**

**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 Local Government Act 2000**

## How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives with restricted access. We will hold your personal information for 7 years from first contact to ensure longevity of support is given to communities and a working relationship is established.

We will then dispose of your information by manual deletion if you no longer wish to be involved in the work or receive updates about the work we are doing.

## 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 safeguard vulnerable children and young people;
- To manage local authority performance;
- To administer and allocate funding;
- To identify and encourage good practice
- Other services within Kirklees Council;
- Occasionally we will share with other partners in the Council who are involved in partnership working with you, as well as other cross sector partners involved with the work such as 3rd Sector, Housing, Community Health Services, Health and Police, business sector partners, emergency services partners.
- Information will only be shared as part of facilitating partnership working and we will ask for explicit consent

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: [cohesion@kirklees.gov.uk](mailto:cohesion@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.