

# Privacy Notice (How we use your information)

## Information Governance:

### Your rights relating to personal information/information rights

In order for the Council to fulfil its statutory functions and provide you with a range of different services, we may need to collect personal information about you. What type of personal information we require, how we deal with it, and how long we will keep it is covered in [service specific privacy notices](#). Under UK General Data Protection Regulation (UK GDPR), you have the following rights:

- To access your own personal information (also known as a Subject Access Request);
- To have incomplete or inaccurate data about you rectified;
- To erasure (also known as the right to be forgotten);
- To have your data restricted;
- To data portability;
- To object to the processing of your personal data;
- To not be subject to automated processing or profiling.

If you wish to exercise any of the above rights, we will need to collect information from you.

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

Unless otherwise supplied by you, we will only collect the minimum personal data required to deliver this service, namely:

- Personal information:
  - Name
  - Date of Birth
  - Address
  - Email
  - Telephone number

### Why we collect and hold this information

We use this personal data in order to:

- Complete and respond to your information rights request.
  
- Provide you with any support you may need once you have accessed your information;
- Enable us to carry out specific functions for which we are responsible;
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

## 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(c) We have a legal obligation.**

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:

- UK General Data Protection Regulation 2018
- Data Protection Act 2018

We do not ask for any other type of personal data however if any of the information you provide us in relation to information request contains special category data, such as health, religious or ethnic information the lawful basis we rely on to process it is Article 9(2)(g) of the UK GDPR, which also relates to our public task and the safeguarding of your fundamental rights; and Schedule 1 Part 2(6) of the DPA2018 which relates to statutory and government purposes.

## How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives and a secure database.

We keep your personal information for 6 years from the date of completing our response to your request/appeal/complaint. We will then dispose of your information by deleting your information from the network drives and database.

## 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 enable us to respond to your request;

- To enable us to provide support to you where this is required;

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 the [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: [information.governance@kirklees.gov.uk](mailto:information.governance@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.