

# Privacy Notice (How we use your information)

## Kirklees DPPA

This privacy notice explains how the Council will use your data when you request Personal Protective Equipment (PPE).

As part of the ongoing response to COVID-19, Kirklees Council is supplying PPE to service users with a direct payment or self-funding users who employ a personal assistant (PA) or personal assistants.

This is in order to provide essential personal protective equipment to vulnerable people and/or their personal assistants in Kirklees

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

- Names and contact details of the individual who orders PPE.
- Addresses, contact details, and scheduling information for delivery of PPE;
- Information on the number of and frequency of attendance by personal assistants, and additional supporting information for requests, including health information, if necessary to assess eligibility for the supply of PPE and the urgency of requests.
- We also record the nature of the PPE requested and supplied which, in some cases, may provide information about the health of individuals.

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

We use this personal data in order to:

- fulfil requests for PPE;
- assess eligibility and urgency of requests for PPE;
- audit and monitor the PPE supply service.

### **The lawful basis on which we use this information**

Under the General Data Protection Regulation (GDPR), we are processing this information on the basis that we are carrying out a task in the public interest.

Some of the information we hold in the PPE ordering system may be health and care information. This is classed as 'special category' personal data which means we must state a further lawful basis for processing it. We are processing this data on the basis of substantial public interest in the area of public health.

## How we store your personal information

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

The Council will keep any data we collect for the purposes of the PPE ordering system until funding for PPE has ceased or a further 6 months for auditing purposes.

## 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 adults, children and young people.

We may share this information with:

- Other services within Kirklees Council; Infection control, PPE Store, adult services and children's services

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 rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

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:

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