

Privacy Notice (How we use your information)

IT Services – Printing

Kirklees Council IT Service offers printing services for members of the public, charities and small organisations. In order to provide this service, we need to obtain some personal information which we will use to contact you about your request.

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

- Personal information including name, address, telephone number, email address.

Why we collect and hold this information

We use this personal data in order to:

- Contact you about your request
- Provide quotes
- Deliver printed items when completed
- Raise invoice on completion

The lawful basis on which we use this information

We collect and process information about you under Article 6(1)(b) of GDPR 2016, Contract (Provision of Goods and Services Act, 1982) and Article 6(1)(a) Consent.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it until the print request has been completed and any invoices paid.

Your information will only be retained after this period if you provide consent for it to be held for future print requests.

Information relating to invoices raised will be held for six years plus the current year in accordance with HMRC guidelines.

Who we share this information with and why

If we need to raise an invoice for the complete work, we will share personal information about you with our Finance department.

If no invoice is required and you pay on collection, your information will not be shared.

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:
document.solutions@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.