

Privacy Notice (How we use your information)

Energy and Climate Change Team, Public Protection Service

We want to make Kirklees more Environmentally Sustainable. To do this, we want to work with you. Whether that's you in your communities, in your capacity as residents, as business owners, as employees, as volunteers, as students or just as individuals.

To achieve this, we have developed our Partnership Pledge. By pledging, we are asking you to voluntarily pledge what you can to both help support and deliver our collective ambition.

Where you give your permission, your name, or the name of the organisation / business you represent, will be published on the Council's Environment Strategy webpages, advertising that you have pledged to contribute to the strategies ambition.

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

The personal information which we specifically collect as part of our partnership pledge includes:

- Full Name
- E-mail Address
- Council Ward residing in.

The sensitive information (the provision of which is entirely optional) that is collected as part of our partnership pledge includes:

- Age Group
- Gender
- Ethnicity
- Disability or long-term health condition

Why we collect and hold this information

We use this personal and sensitive data to:

- Derive statistics which inform decisions about the partnership pledge
- To create an Environmental Strategy Partnership Group, through which the ambitions of the Environment strategy can be delivered, by the individuals and organisations who pledge to the partnership.
- To keep you informed as to developments relating to the pledge for Kirklees.

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 ClimateChange@kirklees.gov.uk

In order to do this work, we also need to collect some special category data. 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 rely on for processing special category information are:

9(2)(a) Your explicit consent. You are able to remove your consent at any time. You can do this by contacting ClimateChange@kirklees.gov.uk

How we store your personal information

Your information will be safely stored on secure Council systems.

The retention periods for the personal information which we hold are set out below.

We will retain for all personal and sensitive information for up to 5 years. After the retention period has been reached, all personal and sensitive information will be deleted from the appropriate systems and databases.

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 manage local authority performance.
- To administer and allocate funding;
- To identify and encourage good practice
- To encourage partnership working and sharing of lessons learned within the partnership pledge.

We may share this information with:

- Other services within Kirklees Council.

With your consent, we will also publish your name, or the name of the organisation / business you represent on the Councils environment strategy webpages by way of publishing those who have pledged.

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 several 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 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:
ClimateChange@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.

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.