

Privacy Notice

Kirklees Council Homes and Neighbourhoods – Fire Safety Improvement Schemes

Following consultation and in-depth surveys to the buildings across Kirklees a number of fire safety improvement actions have been identified as being necessary to improve fire safety to some of these properties. This will involve a period of disruption to residents in those whilst the works are undertaken. We will work with residents throughout this period to protect the safety of all involved.

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

- Personal information (of residents and where applicable, nominated carer/family members:
 - Full name.
 - Full Address.
 - Contact details (phone number and/or email)
 - financial information
- Characteristics
 - Disabilities/health information

Why we collect and hold this information

We use this personal data in order to:

- Work with you to deliver the fire safety improvement scheme and make the building a safer place to live.
- Provide you with the support you need to cope and manage with the works.
- Where required, provide additional support and services to limit the impact of the works upon you.
- Undertake risk assessments to help manage the safety of those living and working in the building, taking into account any specific needs which may impact individuals.
- Manage your safety whilst living in the building for the duration of the improvement works.
- Keep you updated as to progress to the scheme.
- Respond to any complaints, concerns, or queries.
- Arrange access as required for the works.
- 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.
- To provide the disturbance monetary allowance while we carry out the works.

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)(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:

- Building safety Act 2022
- The Regulatory Reform (Fire Safety) Order 2005) (1451) (states that ‘... the responsible person for the premises is required to consider who may be especially at risk provide general fire precautions to deal with any risk’
- Section 111 of the Local Government Act 1972 (gives local authorities the power to do anything “which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions”. In using this power, authorities would need to I/We will collect this data to enable us to tailor our fire safety information to meet the needs of the tenants and leaseholders. Identify which of their functions an activity was ‘incidental’ to)
(18) Safeguarding of children and individuals at risk

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)(G) Reasons of substantial public interest (with a basis in law)

How we store your personal information

Your information is safely stored on Kirklees Council’s secure network drives and secured database with limited access.

We keep your personal information for the duration of the works and 12 months after the liability and defect period.

We will then dispose your information by securely destroying paper copies on completion of the scheme and be manually deleting digital copies from our network drives and databases. Once works are completed only the single point of contact will have access to the data and will only access it where there is a business need to do so.

The latest contact information for tenants will be uploaded to contact manager and the tenants’ account. This will last the lifetime of the tenancy or request for it to be removed are made.

Medical notes will be destroyed once the scheme is completed.

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 allow the improvement works to be carried out.
- To allow the consultation to be carried out and tenants informed of the works.

We may share this information with:

- Other services within Kirklees Council.
- Appointed external contractors who have signed a data sharing agreement and are appointed by 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 [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:
hn.assetenquiries@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.