

## **Privacy Notice (How we use your information)**

### **Public Protection – Health & Safety**

Kirklees Health & Safety sit within the public protection team and are based in Huddersfield. They enforce the requirements of the Health & Safety at Work Etc. Act 1974 and other Acts of parliament to protect and safeguard employees while at work

### **This privacy notice covers complaint and accident investigations**

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

- Personal information
  - Name
  - Address
  - Telephone number
  - Email address
  - Postal address
- Information concerning the nature of your complaint
- Information relating to your Business
  - Business name
  - Business address
  - Business telephone number
  - Business email address
  - Business ownership or partnership details
  - Business companies house number

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

We use this personal data in order for the Health & Safety team to:

- Enable us to investigate workplace accidents / incidents which we have a statutory responsibility
- To investigate reportable diseases to determine sources and to protect members of the public
- To investigate complaints and enquiries within the remit of the legislation delegated to the Service
- Provide you with feedback and updates about service relating to your enquiry;
- 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**

We collect and process information about you under Article 6 (1)(e) exercising official authority; for example, a public body's tasks, functions, duties or powers. For the legal authorities we rely on please see appendix 1.

We collect and process information about you under Part 2 & Part 3 of Data Protection Act 2018 for the purposes of public task, legal obligation and law enforcement.

## How we store your personal information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for the length of time it takes to process your request, complaint or issue in order to satisfy/conclude the reason(s) Public Protection were contacted in the first instance.

In relation to health and safety premises, we will hold the information about you for the duration of time that you are connected with a particular business/activity and in accordance with our retention schedule. If you are no longer associated with this business, we will hold the information about you for six years for any legal claims and or complaints in line with our retention schedule

## Who we may share this information with

We may occasionally share this information with:

- Other services within the Council such as Operational Services, Public Health, Customer and Exchequer Services.
- Other partners such as HSE, WYJ Trading Standards, HMRC, The Environment Agency, Other Local Authorities, Yorkshire Water, NHS, PHE, CQC, West Yorkshire Police and other Police Forces, West Yorkshire Fire Authority,

The Council are under statutory duty to maintain a public register for all legal notices served under section 3 of The Health and Safety at Work Act etc.1974.

## Why we share this information

We may share information within Kirklees Council and our partners for the prevention and/or detection of crime in relation to our statutory functions that relate to health and safety law and the inspection of premises/activities/accidents/incidents and in order to satisfy / conclude the reason(s) Public Protection were contacted (in the case of complaints made to this Service).

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](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 privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/privacy>

If you would like further information about this privacy notice, please contact: [CEIG@kirklees.gov.uk](mailto:CEIG@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please call 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

## Appendix 1

Caravan Sites and Control of Development Act 1960 as amended  
Health and Safety (Enforcing Authority) Regulations 1998  
Health and Safety at Work Etc. Act 1974  
Health Act 2006  
Health Protection (Local Authority Powers) Regulations 2010  
Health Protection (Part 2A Orders) Regulations 2010  
Licensing Act 2003 – we are a statutory consultee  
Local Government Act 2003 – semi-permanent skin colouring & cosmetic piercing  
Local Government (Miscellaneous provisions) Act 1976  
Local Government (Miscellaneous provisions) Act 1982  
Police and Criminal Evidence Act 1984  
Public Health Act 1936 - campsites  
Sunday Trading Act 1994  
Working Time Regulations 1998