

Privacy Notice (How we use your information)

Asset Strategy Team Corporate Landlord & Capital

Community Right to Bid/Assets of Community Value

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

- Personal information (in relation to the nomination of an Asset of Community Value) such as name, postal address, phone number(s) and e-mail address
- Land Registry Official Copy (Register) for the property/land being nominated

Why we collect and hold this information

We use this personal data in order to enable us to carry out specific functions for which we are responsible such as communicating with you in relation to an asset which has been nominated as an Asset of Community Value, or during moratorium period for disposal of the Listed Asset.

The lawful basis on which we use this information

We collect and process information about you under Article 6 (1) (e) – the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for no more than 5 years from the date of Listing regardless of whether the nomination was successful or not. This is to enable the Council to communicate with you regarding matters concerning the asset that is affected by the Community Right to Bid/Assets of Community Value process.

Who we share this information with

We routinely share this information with:

- Other services within Kirklees Council such as Legal Services, Local Land Charges, Community Investment, Facilities Management and the Disposals and Acquisitions Team who also have a part to play in the Community Right to Bid and Assets of Community Value process.
- The asset owner in the event that the asset becomes available for disposal whilst still active on the register. We will share the contact details of any Community Interest

Group who wish to be treated as a bidder for the asset, so they can liaise with them accordingly.

Why we share this information

We share information with the Services mentioned above and the premise owner on a statutory basis, under Part 5, Chapter 3 of the Localism, Act 2011 and The Assets of Community Value (England) Regulations 2012. This is in order to give local groups the opportunity to nominate and bid for assets so they can be retained within the local community to further the social wellbeing or social interests of the local community.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

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: Alison Senior on 01484 221000, extension 73981 or writing to alison.senior@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.