

## Privacy Notice (How we use your information)

### Fire Safety – Demographic Information (Homes & Neighbourhoods)

Following Grenfell and the findings of the investigation and the White Paper it highlights the need for Council's/Landlords to have up to date records of the tenants, leaseholders and household members within their properties. In addition, it requires a landlord to ensure tenants and leaseholders are provided with fire safety information and opportunities to feedback concerns and these concerns to be listened to and acted upon. Any communications with tenants and leaseholders should be in a format that is accessible to all regardless of literacy skills, language or visual impairment. To be able to provide the information in the correct format we need up to-date demographic information to include name, address, telephone number, ethnicity, age, disabilities, tenant or leaseholder etc. This information will enable us to tailor our communications to ensure they are conveyed correctly.

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

- Name
- Address
- DOB
- Email Address
- Phone number
- Household Member (Children's information)

Characteristics such as

- Ethnicity
- Health data

We use this personal data in order to:

To ensure tenants and leaseholders are provided with fire safety information and opportunities to feedback concerns and these concerns to be listened to and acted upon.

The lawful basis on which we use this information

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are: We collect and process information about you under Article 6(1)

(c) We have a legal obligation- processing is necessary for compliance with a legal obligation to which the controller is subject;

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:

- 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)
- Section 1 of the Localism Act 2011 (gives local authorities the power to do anything that an individual generally may do, and to exercise this power in anyway including for the benefit of the resident)
- Equality duty under section 149 Equality Act 2010  
149Public sector equality duty

(4)The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

(7)The relevant protected characteristics are—

- disability;

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 the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are

What is the lawful basis for collection of special category data?: **9(2)(a) Explicit Consent**

### **How we store your personal information**

Your information is safely stored on Kirklees Council’s secure network drive for the duration of your tenancy

We will hold it in line with our retention schedule and with the above-named legislation for the duration of the tenancy.

### **Who we may share your information with**

We will only share 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 safeguard any vulnerable individual

We may share this information with:

- Other services within Kirklees Council;
- Other partners such as health partners and the police.

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 [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: Val Kelly or Graham Sykes by calling 01484 414886

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](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.