

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

### **IT Services – ID Card Production**

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

- Personal information, including name, service area, work address, contact phone number, email address, photograph, signature

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

We use this personal data in order to:

- Provide you a Kirklees Council identity card
- Manage building access
- Provide managed printer access

#### **The lawful basis on which we use this information**

We collect and process information about you under Article 6(1)(b) Contract, relating to the conditions of employment requiring you to carry a valid ID card.

#### **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary. For Kirklees employees or employees of partner organisations, we will hold it for the duration of your employment in order to facilitate renewal and replacement cards.

Where ID cards are produced on request for external organisations such as maintained schools and Academies, information will be held for 12 months and then deleted.

#### **Who we share this information with and why**

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

If you would like further information about this privacy notice, please contact:  
[document.solutions@kirklees.gov.uk](mailto:document.solutions@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](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.