

Privacy Notice (How we use your information)

Asset Strategy Team Corporate Landlord & Capital

Community Asset Transfer

Community Asset Transfer is the transfer of ownership and management of public land and buildings from the Council to a Community Organisation. Assets are transferred at less than market value for local social, economic or environmental benefit.

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

- Personal information (such as name, postal address, telephone number and email address)

Why we collect and hold this information

We use this personal data in order to:

- Send you information about the asset transfer
- Discuss any future actions relating to the asset
- Process Expression of Interest and Full Application Forms
- Provide information to commissioned partners to support you with your application
- Keep you up to date with information regarding the asset transfer
- Process your leasehold transfer for a building or piece of land from Kirklees Council

The lawful basis on which we use this information

We collect and process information about you under:

Article 6 (1)

(b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

Storing this 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 and complete your application for a Community Asset Transfer, to be review annually.

Who we share this information with

We routinely share this information with:

- Other services within Kirklees Council – Legal Services, Integrated Partnerships, Customer and Communities, Internal Audit, Financial Services, Commercial Services, Disposals and Acquisitions and Facilities Management.
- Other partners – Locality, a national charity commissioned by Kirklees Council to provide support to community groups involved in the Community Asset Transfer process.

Why we share this information

We share information with Locality, under Community Asset Transfer Policy 2020.

This enables the partner to contact the group to support them through the proposed transfer.

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:

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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.