

## Privacy Notice (How we use your information)

### **Local Integrated Partnerships – Partnership Working with Business Partners (Mailing Lists)**

Kirklees Council Local Integrated Partnerships work closely with third party cross-sector organisations in order to facilitate the day-to-day business that supports local planning and partnership working. To aid and direct our communications appropriately we have used the information you have provided to us to create a business contacts mailing list and this Privacy Notice sets out our intentions in relation to that mailing list and the information collected.

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

- Personal information (such as title, name, work address, provided email/ telephone number)

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

We use the information that we collect about you to keep a record of organisations and staff that we are working with to enable us to:

- contact you to facilitate partnership working such as sharing good practice information, networking events and other information.
- arranging meetings, setting up appointments and sharing information in relation to meetings and project work.

We use this personal data to:

- facilitate partnership working as listed above, carry out necessary functions in relation to planning essential early intervention and prevention work that we are responsible under the Care Act 2014.

## The lawful basis on which we use this information

We collect and process information about you under Article 6 of the UK General Data Protection Regulation (UK GDPR). The lawful bases we rely on for processing this information is 6(1)(e). We need it to perform a public task.

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:

- Care Act 2014 - Prevention Duty places an emphasis on prevention and well-being. In order to do this, cross- sector partnership working is required to plan and develop effective, primary, secondary and tertiary prevention activities.

## How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives.

We will hold the information for no longer than reasonably necessary. If you no longer feel that the correspondence are relevant to you (for example, you have changed job roles), you can withdraw from the mailing list at any time by contacting [LIPBusinessSupport@kirklees.gov.uk](mailto:LIPBusinessSupport@kirklees.gov.uk) We will review the information on an annual basis, to ensure that the information we hold about you is accurate and up to date.

We will then dispose of your information by electronic file deletion if you no longer wish to be involved in the work or receive updates about the work we are doing.

## Who we may share your information with

We routinely share this information during day-to-day business as stated above within Local Integrated Partnerships and with other partners in the Council who are involved in partnership working with you, as well as other cross sector partners involved with the work such as 3rd Sector, Housing, Community Health Services, Health and Police, business sector partners, emergency services partners. Information will only be shared as part of facilitating partnership working.

## 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:  
[LIPBusinessSupport@kirklees.gov.uk](mailto:LIPBusinessSupport@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.

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.