

Privacy Notice (How we use your information)

IT Services (School Broadband)

Kirklees Council IT Service arranges broadband services with external organisations. To facilitate the installation and maintenance of the services, we need to obtain contact details for IT Support staff in schools. While most of this will be company contact information, the following statement is provided so that if you give us any personal information, you will know why we collect it and who it might be shared with.

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

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

Why we collect and hold this information

We use this personal data in order to:

- Provide you with Internet connectivity services;
- Provide you with the support you need to install and maintain services;
- Enable us to carry out specific functions for which we are responsible;

The lawful basis on which we use this information

We collect and process information about you under Article 6(1)(a) Consent.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for the duration of the service provision in order to provide support and liaise with external companies that deliver those services on our behalf.

Who we share this information with

We will share this information with:

- Organisations that we work with to provide Internet connectivity and associated services. These include but are not limited to GTT Communications, BT and Smoothwall.

Why we share this information

We share information with these organisations with your consent under Article 6(1)(a) of the Data Protection Act 2018. This is in order to provide contact details for installations and support purposes.

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

If you would like further information about this privacy notice, please contact our infrastructure team on schools.network@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.