

Privacy Notice (How we use your information)

Kirklees Markets

Kirklees Council is responsible for managing Huddersfield Market, Dewsbury Market and Cleckheaton Market along with specialist markets, Dewsbury Car Boot and other similar events. We also support organisations with equipment hire for the running of one-off themed markets within Kirklees Council.

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

From Businesses:

- Full name.
- Contact details (phone, email and correspondence address).
- Proof of address (these documents are not retained).
- Proof of identity (photo ID, these documents are not retained).
- Date of birth.
- Details of Public Liability Insurance provider.
- Company name.
- Card details if you pay fees by card (these details are not retained).
- Details of food hygiene experience and certificates (if applicable).
- Facebook information (to help advertise your business).
- Website information (to help advertise your business).

From Customers logging lost property or making a comment or complaint, we require the following information:

- Full name.
- Details of comment, complaint or property lost/found.
- Contact details (phone, email and/or correspondence address).

Why we collect and hold this information

We use this personal data in order to:

Market Traders

- Manage stall allocations and to facilitate payment.
- Ensure that Market standards are maintained (including rules, trading terms and conditions and health & safety legislations).
- Fulfil our duties as a licensing authority.
- Ensure people are safe in areas managed by the Council.

- For the prevention and detection of Crime or Fraud.
- Recover any outstanding payments/make refunds to you (where applicable).
- Assess the quality of our services.
- Evaluate and improve our performance.
- Derive statistics which inform decisions about future delivery of services.
- Add you to our social media accounts for advertising your business.

Members of the Public

- Contact you about your Comment, Complaint or Review.
- Refer your enquiry to the relevant organisation (if applicable).

The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

6(1)(a) Your consent. You are able to remove your consent at any time. You can do this by contacting - markets@kirklees.gov.uk

6(1)(b) We have a contractual obligation.

6(1)(c) We have a legal obligation.

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:

- Landlord & Tenant Act 1954
- Local Government (Miscellaneous Provisions) Act 1982.
- 1980 Highways Act
- Food Act 1984 Part III
- Food Safety Act 1990
- Health & Safety at work Act 1974

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives. Any paper records are stored in locked, secure filing cabinets. Access is restricted to those who have a business need to access that information.

We keep:

Traders Application Forms – 6 years after cease trading.

Traders wishing to attend a specialist market event – 6 years after cease trading.

Information relating to comments, complaints, or reviews for 6 months.

All financial information including invoices relating to Traders – 6 years.

All data is then manually deleted from servers and paper records securely shredded.

Who we may share your information with

We may sometimes share the 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.

- Other services within Kirklees Council -
 - Business Rates.
 - Food Safety.
 - Finance Department.
- National government departments
 - Department for Work and Pensions.
 - HMRC.
 - Trading Standards.
- Other partners
 - Audit Commission.
 - 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 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: markets@kirklees.gov.uk asking for the Market Manager.



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.

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.