

Generic Privacy Notice for All Activities

Kirklees Emergency Planning Team

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

- Personal information (such as name, date of birth, address, contact details, next of kin, criminal convictions and information about other household members).
- Characteristics (such as gender, ethnicity, disability, religious beliefs and health information).

(please note – the amount and type of data that we request will differ depending on the reason for why we are collecting the data. We may collect data routinely to inform the content of our Emergency and/or Business Continuity Plans or we may collect information at the time of an emergency and/or business disruption to assist us to deliver a timely and effective response and recovery).

Why we collect and hold this information

We use your personal data in order to:

- Deliver an effective Emergency Planning Service.
- Enable us to prepare for, respond to and recover from emergencies and/or business disruptions in a timely and effective manner.
- Enable Kirklees Council to meet its legislative duties.
- Maintain the Hazard Warning Database to assist Kirklees Council Officers and partners to work safely.

The lawful basis on which we use this information

We collect and process information about you under Article 6(1)(e) performance of a public task and Article 9(2)(g) public interest. This is in order to meet our legislative duties set out in the Civil Contingencies Act 2004 and the Health and Safety at Work Act 1974.

Storing this information

We will store your data to enable us to meet statutory requirements (including, but not limited to the requirements set out in the Civil Contingencies Act, 2004). We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for a maximum of one year before we review our records to ascertain if we still need to hold the information.

Who we share this information with

We may share this information with:

- Other services within Kirklees Council that have a legitimate role in preparing for, responding to and recovering from emergencies and/or business disruptions.
- Our partners that have a legitimate role in preparing for, responding to and recovering from emergencies and/or business disruptions. These partners include, but are not limited to Category 1 and Category 2 responders named in the Civil Contingencies Act (2004).

Why we share this information

We share information with other Kirklees Council Services and our partners on a statutory basis, under Part 1 of the Civil Contingencies Act (2004). Sharing information assists us to prepare for, respond to and recover from emergencies and business disruptions.

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 <http://www.kirklees.gov.uk/privacy>

If you would like further information about this privacy notice, please contact: **Sean Westerby (Emergency Planning and Business Continuity Manager) via 01484 221000 or sean.westerby@kirklees.gov.uk.**

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer via 01484 221000 or DPO@kirklees.gov.uk.