

Privacy Notice (How we use your information)

Active Citizens and Places Team/Governance Service

The Active Citizens and Places Team works closely with Councillors, Council services, third sector and communities and has a lead role to enable all local stakeholders to get involved with local problem solving in order to improve the quality of life for citizens. The team also manages elected members grant funding for voluntary and community organisations.

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

- Personal information
 - Organisation
 - Name
 - Address
 - Contact details (email/phone number)
- Characteristics
 - Age range
 - Postcode (1st part only)
 - Gender

Why we collect and hold this information

In order to provide our service, it is necessary for the Council to collect, store and process personal data from voluntary and community organisations as well as personal contact details to carry out the following functions: -

- Implement and coordinate the Council's approach to citizen engagement.
- Roll out and embed the Place Standard approach across the council and with our partners.
- Lead on work that nurtures local democracy and active citizenship, including with young citizens.
- Ensure councillors have opportunities to meet and liaise with local groups, listen to concerns and involve them in decisions.
- Ensure councillors have opportunities to build strong relationships with individuals, groups, and local organisations to understand community needs.

- Ensure that councillors are supported in their wards to establish approaches and mechanisms for having a dialogue with citizens and translating that into priorities and practical action.
- Oversee, manage and monitor the allocation of councillors devolved budgets and other budgets.

We use this personal data in order to:

- Share information about community funding in Kirklees
- Raise a query with you about a grant application or funding received
- Respond to your requests to keep you informed about activities/training/events/ward forums open to the community
- Share details about citizen engagement, including place standard, in your area
- Evaluate and improve our performance.

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. We will seek your consent to include you on newsletters, invite you to events, let you know about grants and funding opportunities. You are able to remove your consent at any time. You can do this by contacting placebasedworking@kirklees.gov.uk
- For 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:

- Localism Act 2011
- Local Government Act 2000
- Accounts and Audit Regulations 2015
- Freedom of Information Act 2000

How we store your personal information

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

We keep financial [grant information](#) for the current financial year + 6 years. We will then dispose your information by manual electronic file deletion.

We keep personal information about engagement activity for 18 months after the last engagement to enable analysis, reporting, development of action plans. After 18 months we will destroy any personal identifiable information by manual electronic file deletion or anonymise the information so individuals cannot be identified.

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, for the following reasons:

- To safeguard vulnerable children and young people.
- To manage local authority performance.
- To administer and allocate funding.
- To identify and encourage good practice

We may share this information with:

- Other services within Kirklees Council, including but not limited to The Third Sector team, Community Plus, Early Support Service, Safer Communities.

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: placebasedworking@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.

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.