

## Privacy Notice (How we use your information)

### Highways Service – Application for a Temporary Traffic Regulation Order (TTRO)

The Highways Service are responsible for maintaining many of the highways across Kirklees, along with associated infrastructure and highways assets. As part of our service function we assess applications received from organisations or members of the public regarding requests relating to:

- Road closures and/or diversion routes.
- Suspension of a one way street.
- Suspension of parking.

As part of process associated with TTRO's we may also receive objections to TTRO's from members of the public.

This Privacy Notice sets out how personal information, in relation to both applications and objections, is collected, processed, held, shared and retained.

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

The personal information which we specifically request as part of the application process or to consider any objection is:

- Name
- Address
- Telephone number
- Email address

With regards to applications we may also request bank account or financial information for payment purposes (where applicable).

Details relating to business, company or organisation name, address and contact details are also requested but are not treated as personal information and therefore fall outside the scope of this Privacy Notice.

Please note that we do not specifically request any other personal information, however, it is possible that additional personal or sensitive information may be included within any supplementary information which you send to us. We strongly advise that you read through, in full, any information before you send it to us to ensure that there is no additional personal or sensitive information included (other than that set out above).

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

We use this personal information in order to:

- Enable us to meet all legal and statutory functions under the Highways Act 1980, along with other relevant legislation.
- Assess your application and provide you with updates and/or inform you of the outcome of your application.
- Contact you should we need to obtain further information or clarification relating to your application.
- Contact you regarding any objection which you may have submitted.
- Assess the quality of our services.
- Evaluate and improve our performance.

If you do not provide the personal information requested then we will be unable to complete the assessment of your application, or where applicable consider any objection which you may have.

## **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)(c) We have a legal obligation.
- 6(1)(e) We need it to perform a public task.

This lawful basis is 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

- The Highways Act 1980
- Road Traffic Regulation Act 1984
- Town Police Clauses Act 1847
- New Roads and Street Works Act 1991

## **Storing this information**

We will hold the information about you securely. We are currently reviewing and updating our internal procedures with regards to retention of personal information and as such this Privacy Notice and associated retention schedules will be updated once this process has been completed.

## **Who we share this 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 assess your application and verify the information provided;
- To deliver a service;
- To calculate fees associated with the service(s) provided;
- To manage local authority performance.

We may share details of your application or objection with:

- Other services within Kirklees Council;
- Police and other emergency services;
- Local transport providers such as Metro.

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](#).

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 the Highways Team via email ([Highways.Ross@kirklees.gov.uk](mailto:Highways.Ross@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.