

Privacy Notice (How we use your information)

Business & Investment Team

The Kirklees Business & Investment Teams are committed to supporting business start-up, retention and growth across the Kirklees District.

We are part of the Business & Skills Service within the Economy & Infrastructure Directorate.

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

- Personal information (in relation to business start-up and business owners) such as name, postal and e-mail address and phone number
- Any information taken from Companies House that is already in the public domain (such as registered business name, sector, address, number of employees, employee contact details)
- Business-related information from those that contact us to access our services (such as name, postal and e-mail address and phone number, legal status, type of business, domestic/non-domestic rates number, number of employees, staff contact details)

Why we collect and hold this information

We use this personal data in order to:

- Understand problems that are affecting businesses in Kirklees
- Target help and support to businesses / sectors
- Evaluate and improve our performance
- Derive statistics which inform decisions about the future delivery of services

The lawful basis on which we use this information

We collect and process information about you under:

- Article 6:1(e) Public Task forms the legal basis for processing information. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Kirklees Council also has powers placed under the Localism Act 2011 Part 1, Chapter 1, Section 1 'Local Authorities General Power of Competence'
<http://www.legislation.gov.uk/ukpga/2011/20/introduction/enacted>

If you wish to receive selected information from us via email, we collect and process this information under Article 6:1(a) Consent.

Storing this information

Kirklees Council holds information about you in a secure environment electronically. Your information will be stored for a period of up to 2 years at which point it will be destroyed unless you give us permission to hold the data for longer, or you request it removed sooner.

You can request that your personal information is destroyed by contacting the Business Team at business.enquiries@kirklees.gov.uk

Who we share this information with

- Other services within Kirklees Council who contribute to business support and economic development, as well as Services that liaise with businesses directly for Legal Purposes e.g. Business Rates
- We sometimes share information with the Leeds City Region Local Enterprise Partnership and the West Yorkshire Combined Authority which includes Calderdale Council, Leeds City Council, City of Bradford Metropolitan District Council and Wakefield Council.

Any data shared will be transferred, handled, stored and securely destroyed in accordance with GDPR.

We do not sell your information to other organisations. We do not move your information beyond the UK.

Why we share this information

- We share the information with other Council Services:
 - where their opinion and comments can help us to improve our support services for business
 - to update other Services on changes of business circumstance
 - where the information can support economic growth of the District
- We share the information with the West Yorkshire Combined Authority in order to:
 - better understand the issues businesses are facing across the region
 - to target support (including business support Programmes and funding) across the region.

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 [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: business.enquiries@kirklees.gov.uk

01484 221000 – ask for the Business Team.



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.