

Privacy Notice (How we use your information)

Emergency Planning Team Drone

The Emergency Planning Team are responsible for ensuring that the Council can fulfil its duties as a category 1 responder under the Civil Contingencies Act (2004). In some situations, this may involve the use of the team's drone to plan exercises and respond to and recover from emergencies. The drone is piloted by GVC qualified pilots and is registered with the Civil Aviation Authority. The drone is always flown in accordance with the manufacturer's handbook and within the parameters of the law. Where possible, care will be taken by the pilot to avoid unnecessarily capturing footage of those that do not consent to be in the drone footage. However, in some circumstances, capturing individuals that do not consent cannot be avoided.

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

- Characteristics (such as gender, ethnicity, disability, religious beliefs, and health information).

Why we collect and hold this information

We use your personal data to:

- Enable us to prepare for, respond to and recover from emergencies and/or business disruptions in a timely and effective manner. Examples include flying the drone over a large flood, or moorland fire to provide intelligence to help inform single-agency, and multi-agency decision making.
- Enable Kirklees Council to meet its legislative duties.
- Aid in the prevention of, and detection of crime.

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)(d) We have a vital interest.

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:

- Civil Contingencies Act

- Health and Safety at Work Act (and Regs)

In order to do this work, we also need to collect some special category data. This is personal data that needs more protection because it is sensitive. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

9(2)(c) It is in your vital interests

9(2)(g) Reasons of substantial public interest (with a basis in law)

How we store your personal information

Your information is safely stored on the drones encrypted SD card, and if appropriate, the Council's secure networked drives. Only individuals with a legitimate need to access the drones footage have authorisation and permissions to view it.

We keep the drone footage for a maximum of 6 years. We will then dispose of the drone footage by manually deleting it from the SD card and Council's secure networked drives.

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 prepare for, respond to and recover from emergencies and business disruptions. Examples include flying the drone over a large flood, or moorland fire to provide intelligence to help inform single-agency, and multi-agency decision making.
- To enable other Council Teams, and our partners to undertake their functions.
- To assist in any post incident investigations.

We may share this information with:

- Other services within Kirklees Council.
- Other partners such as the fire service and the 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 emergency.planning@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.