

Privacy Notice (How we use your information)

FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION REGULATIONS REQUESTS

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

Unless otherwise supplied by you, we will only collect the minimum personal data required to deliver the service, which is your name and contact details (email and / or postal address) for the response to be sent to. We do not ask you for any special category personal information.

Why we collect and hold this information

We use this personal data in order process and respond to your Freedom of Information / Environmental Information Regulations request. We need to collect this information in order to complete and respond to your request in compliance with that legislation.

The lawful basis on which we use this information

We have a legal obligation under the Freedom of Information Act 2000 and Environmental Information Regulations 2004 to respond to requests for information. In order to do this we need to collect a valid name and a reply address.

We collect and process information about you with your explicit consent under Article 6(1)(a) and in order to comply with the legislative requirements of the Freedom of Information Act 2000 and Environmental Information Regulations 2004 under Article 6(1)(c).

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for 3 years.

Who we share this information with

We do not routinely share your personal data with any internal services or external organisations unless required to do so by law.

Why we share this information

We do not share personal information about you with anyone else without your 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 www.kirklees.gov.uk/privacy

If you would like further information about this privacy notice, please contact: Lindsay Foody, Information Access & Security Officer at information.governance@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.