

# Privacy Notice (How we use your information)

## Information Governance Team:

## Freedom of Information (FOI) and Environmental Information Regulation Requests (EIR)

The Freedom of Information Act 2000 and the Environmental Information Regulation 2004 allow you to request information from the local authority. The Council has a legal obligation to respond to these types of 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 this service, namely:

#### Personal information

- Name
- Address
- Email

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

We use this personal data in order to:

- Process your request;
- Respond to your request;
- Clarify any matters arising from your request;
- Enable us to carry out specific functions for which we are responsible;
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services

### **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(c) We have a legal obligation.**

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:

- Freedom of Information Act 2000;
- Environmental Information Regulations 2004
- UK General Data Protection Regulations 2018

## **How we store your personal information**

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

We keep the contact information you provided with your request for 3 years from the date of our response to your request/review/appeal. We will then dispose of your information by deleting your information from the network drives and database.

## **Who we may share your information with**

Your request will be shared with other Council services for the purposes of complying with your request however this is applicant blind and your personal information will not be shared with those services.

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 the [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](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: [information.governance@kirklees.gov.uk](mailto: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](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.