

Privacy Notice (How we use your information)

YOUR RIGHTS RELATING TO PERSONAL INFORMATION

Under GDPR (the General Data Protection Regulation), individuals have the following rights:

- To access your own personal information (also known as a Subject Access Request);
- To have incomplete or inaccurate data about you rectified;
- To erasure (also known as the right to be forgotten);
- To have your data restricted;
- To data portability;
- To object to the processing of your personal data;
- To not be subject to automated processing or profiling.

For further information about these rights, please see this page:

www.kirklees.gov.uk/beta/information-and-data/general-data-protection-regulation.aspx

If you wish to exercise any of the above rights, we will need to collect information from you.

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, date of birth, contact details (email and / or postal address and telephone number).

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 to process and respond to your subject access request or other information rights request. We need to collect this information in order to complete and respond to your request in compliance with the data protection legislation.

The lawful basis on which we use this information

We have a legal obligation under the General Data Protection Regulation and the Data Protection Act 2018 to respond to requests for personal information, and other information rights requests listed above. In order to do this we need to collect enough personal data to identify the individual to whom the personal data relates.

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 General Data Protection Regulation and the Data Protection Act 2018 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 6 years.

Who we share this information with

We will share your personal data with the relevant internal services or external organisations which may hold personal information about you.

Why we share this information

We share your personal data in order to determine what personal information is held about you which falls within the scope of your request and to which you are entitled under the data protection legislation, in order to comply with the requirements of that data protection legislation.

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.