

## **Privacy Notice (How we use your information)**

### **Public Protection – Pest Control Treatments**

Kirklees Council pest control team is a part of the public protection team and is based in Huddersfield. The team carries out all pest control functions for the Kirklees Council and provide pest control treatments for domestic and commercial customers at a charge.

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

- Personal information:
  - name
  - telephone number
  - email
  - postal address
  
- Information relating to your Business
  - Business name
  - Business address
  - Business telephone number
  - Business partnership details
  - Companies house number
  
- Information concerning the nature of your concern

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

We use this personal data in order to:

- deliver our Pest Control function;:

#### **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)(b) We have a contractual obligation.**

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

Your information is safely stored on the Kirklees Council secure network drives and paper is stored in secured and restricted office environments.

We keep all the information for a period of 6 years from completion of your treatment or from

receiving notification of cancellation.

## Who we may share your information with

We may sometimes share this 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 identify and encourage good practice.

We may share this information with

- Other services within Kirklees Council

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](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 privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/privacy>

If you would like further information about this privacy notice, please contact: [pest.control@kirklees.gov.uk](mailto:pest.control@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please call 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.