

Privacy Notice (How we use your information)

School Organisation & Planning Team

The School Organisation and Planning Team is responsible for ensuring there are sufficient school places available in Kirklees and that these are appropriate for the ages of the children and young people requiring such provision. Where necessary, we conduct statutory and non-statutory public consultations on proposals to open new schools or academies, or to reorganise schools, in order to meet the expected need for pupil places.

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

- **Non-Personal information - Category of responder e.g., parent, governor, school staff, local resident etc**
- **Name of school**

Personal "identifiable" information is not requested and will not be published from the consultation but may be stored along with that same information for the duration it is retained.

Why we collect and hold this information

We use this personal data in order to:

- identify interested stakeholders;
- inform decision-making about school reorganisation proposals, appropriately and proportionately.

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)(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:

Section 14 of the Education Act 1996; to ensure a sufficiency of school places in Kirklees.

How we store your personal information

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

We keep this information for **6 years** and it will be confidentially destroyed after this period. We use information received to produce anonymised reports for Kirklees Council Cabinet on the outcomes of public consultations.

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 enable us to carry out specific functions for which we are responsible;
- To safeguard vulnerable children and young people;

We may share this information with:

- Other services within Kirklees Council;
- National government department e.g. Department for Education;
- Other relevant organisations, e.g. Schools, Police, health, Admission teams in other Local Authorities.

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: school.organisation@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.