

# Privacy Notice (How we use your information)

## Business, Economy & Growth | Workspaces

Business Centres are often promoted under the brand name 'Business Kirklees | Workspaces'. The business centre service provides co-working spaces, industrial, office, catering and retail units to new start and small businesses on a commercial basis.

Business Kirklees provides access to a range of targeted support for businesses of all sizes, all sectors, and all stages of development. It provides business support to start-ups and growing businesses across the Kirklees District, supports managed business premises, and promotes the district to attract new business and investment.

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

- Personal information;
  1. Names and addresses of individual business owners and Limited companies, Directors, Company Secretaries, Trustees, who apply to occupy a Council owned commercial property and enter into a Legal Agreement. We will verify your details from the council tax database, a utility bill, and Passport or Driving Licence showing photographic evidence.
  2. Bank account and/or financial information for the purpose of collecting a contractual rental fee, arrears due from non-payment of rental and Non Domestic Rates or to recover non-payment of a utility bill.
  3. Any information taken from Companies House website that is already in the Public Domain.
  4. Names of Employees of contracted businesses provided to support security on site and maintain secure access systems.
  5. Names and addresses of anyone who may write to us to make a complaint, compliment, appeal against a parking charge, or request a refund.
- Recorded CCTV images;
  6. CCTV is in use on the majority of our Business Centres and signage will clearly indicate where CCTV is in use. We may record images of tenants, employees, visitors and members of the public on CCTV located on our premises. CCTV cameras may be located on the outside of buildings and in communal areas within the buildings. The cameras are monitored during all hours that the buildings are open. These recordings will only be used for the purpose of site security, the prevention of crime and prosecution of offenders, to comply with Health & Safety Legislation, Safeguarding or relating to any other incident resulting in prosecution or injury. Individuals can request a copy of footage held on themselves by making a subject access request (see the section below on "Your data protection rights").

You will be required to specify the building from which the footage is sought, together with the date and time of your visit to that building.

## Why we collect and hold this information

We use this personal data in order to:

- Provide you with a commercial contractual letting.
- To verify your identity and Right to Work in the UK.
- For the prevention of crime, fraud and /or money laundering.
- Provide you with the support you need to manage your business.
- Enable us to carry out specific functions for which we are responsible such as site security, Health & Safety Compliance and Safeguarding.
- To ensure you comply with your legal contractual obligations.
- Assess the quality of our services.
- Evaluate and improve our performance.
- Derive statistics which inform decisions about future delivery of services.
- Protect public funds.
- Enable us to respond to any complaints, compliments, appeals against parking charges, requests for refunds or any other queries raised with the service.
- Collect payments in the form of rents, rates, utility payments and such like.

## 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)(a) Your consent.**

With your permission we may use your information to send you marketing communications that are relevant to your business. You are able to remove your consent at any time. You can do this by contacting [workspaces@kirklees.gov.uk](mailto:workspaces@kirklees.gov.uk)

### **6(1)(b) We have a contractual obligation.**

### **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:

- Sanctions and Anti-Money Laundering Act 2018 Part 2 relating to the Proceeds of Crime Act 2002 Chapter 29 Part 7;
- Health and Safety at Work Act 1974 and associated Regulations relating to the management of commercial premises;
- Local Government Finance Act 1988.

In order to do this work, we also need to collect some special category data. This is personal data that needs more protection because it is sensitive. In using CCTV we may capture more sensitive information. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

## 9(2)(g) Reasons of substantial public interest (with a basis in law)

### How we store your personal information

All information retained will be stored in secure areas and/or on secure systems on Council servers which can only be accessed or viewed by authorised staff.

We will hold the information for no longer than reasonably necessary for the duration of the contract or for a minimum period determined by:

- Statutory Requirements.
- Legal Claims/criminal investigations on a case by case basis.
- Financial & Audit compliance.

CCTV recordings are stored on secure hard drives which are overwritten after 30 days. Recordings may be downloaded to a CD/USB or saved in a secure folder for the purposes set out above under Article 6. These will be deleted following resolution of an issue or passed to the relevant Crime Agency.

### 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. We may share this information with:

- Other services within Kirklees Council – for example but not limited to Legal Services, Business Rates, Risk & Financial Management, Environmental Health Officers, Enforcement Officers, Governance, Corporate Landlord, CCTV Engineers.
- Valuation Office Agency.
- West Yorkshire Fire Service.
- Utility providers where sharing agreements exist.

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 [Kirklees Council privacy notice](#).

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