

## Privacy Notice (How we use your information)

### Co-production Board and Associated Working Groups

The Kirklees Coproduction Board and associated coproduction working groups involve people who draw on care and support, carers, community members, professionals and organisations in a way where all try to work together to create positive change. Board and working group members are active and equal partners in how we work together to co-produce, co-design, co-deliver and co-evaluate services in Kirklees. It is a way of working together to create the best possible decisions and services. It's a process that is value driven and most importantly built on the principle that those who use a service are best placed to help design, evaluate and influence it.

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

- Personal information
  - Name
  - Address
  - Telephone number
  - Email

### Why we collect and hold this information

We use this personal data in order to:

- Keep in touch with you;
- Inform you about or invite you to meetings, events, surveys, consultations and projects;
- Put you in contact with team members working on projects you have expressed an interest in (on your request).

### 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.** You are able to remove your consent at any time. You can do this by contacting [Coproduction@kirklees.gov.uk](mailto:Coproduction@kirklees.gov.uk)

### How we store your personal information

We will hold the information about you securely, and for no longer than reasonably necessary. Your information is safely stored Kirklees Council's secure network drives.

We will keep these contact details for 3 years after our last contact with you. We will then manually delete your details from our systems.

## 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 manage local authority performance;
- 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 [Kirklees Council privacy notice](#).

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