

Privacy Notice (How we use your information) Generic Privacy Notice for All Activities (except use of the drone) V2

Kirklees Emergency Planning Team

The Emergency Planning Team are responsible for ensuring that the Council can fulfil its duties as a Category 1 responder under the Civil Contingencies Act (2004). The Team take a leading role in preparing for, responding to, and recovering from a wide range of emergencies such as flooding and other severe weather events, major fires and public health incidents. We produce contingency plans, organise, and deliver training and exercises for those with a role to play in preventing or responding to these types of incidents.

In addition to the roles required under the Civil Contingencies Act above, the team are also responsible for the protect duty, invacuation and lockdown, and safe school offsite visits (trips).

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

- Personal information (such as name, date of birth, address, contact details, next of kin, criminal convictions, and information about other household members).
- Characteristics (such as gender, ethnicity, disability, religious beliefs, and health information).

(Please note – the amount and type of data that we request will differ depending on the reason for why we are collecting the data. We may collect data routinely to inform the content of our Emergency and/or Business Continuity Plans or we may collect information at the time of an emergency and/or business disruption to assist us to deliver a timely and effective response and recovery. We may collect information on members of the public, Kirklees Council employees and third party organisations such as the emergency services, voluntary sector and the NHS).

Why we collect and hold this information

We use your personal data to:

- Plan for, respond to and recovery from emergencies and business disruptions.
- Ensure that appropriate staff and partners can be contacted to support the single-agency and multi-agency response to an emergency or business disruption. Personal data collected for this reason is reviewed annually to ensure it remains accurate.
- Maintain a record of staff and partners skills, training, and involvement in incident response.
- Enable Kirklees Council to meet its legislative duties under the Civil Contingencies Act (2004).

- Reduce the risk of harm to Kirklees Council staff and others that work with, and for us.
- Ensure that the offsite visits undertaken by schools are safe.

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) The data subject has given consent.

6(1)(c) We have a legal obligation.

6(1)(d) We have a vital interest.

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:

- Civil Contingencies Act (2004)
- Health and Safety at Work Act (1974)
- Control of Major Accident Hazards (COMAH) Regulations (2015)

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. 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)(c) It is in your vital interests

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

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives and GDPR compliant electronic applications. Only individuals with a legitimate need to access your personal data have authorisation and permissions to view it.

We will keep your data for a maximum of 6 years, which aligns to the Limitation Act (1980). On an exception basis, where there is a legitimate reason to continue to retain your data for longer than 6 years (such as during an ongoing investigation), the need to continue to retain it thereafter will be reviewed annually. All data that we no longer require will be manually disposed of in a secure way.

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:

- Plan for, respond to and recovery from emergencies and business disruptions.
- Ensure that appropriate staff and partners can be contacted to support the single-agency and multi-agency response to an emergency or business disruption.
- Enable Kirklees Council to meet its legislative duties under the Civil Contingencies Act (2004).
- Reduce the risk of harm to Kirklees Council staff and partner agencies.

We may share this information with:

- Other services within Kirklees Council.
- National government departments.
- Other partners such as outreach workers (internal teams and external partners), health organisations and the police.

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 emergency.planning@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.