

PRIVACY NOTICE – 24th January 2019

Kirklees Council is committed to protecting your personal data, and ensuring it is processed fairly and lawfully. Information you provide to Kirklees Council will be processed in accordance with the General Data Protection Regulation 2016, Data Protection Act 2018 and subsequent legislation.

Kirklees Business Solutions (KBS) is designed to offer Kirklees Council's traded and discretionary services, products and training to schools, companies and organisations through a single website.

It's important that we are transparent about the data we collect about you, how it is used and with whom it is shared.

1. Introduction:

Kirklees Business Solutions system is provided by a third party, Frontline Data and is managed by Kirklees Council. The system allows registered users to purchase traded services on behalf of their school, company or organisation, view and book training courses for school and academy staff and governors and access help, resources, news articles and service updates.

Users can contact service providers through the system and leave feedback. Staff members can be booked onto training courses without the need to register as a user.

Kirklees Council's Traded Services Team is the Data Controller of all personal data provided to, collected by or for, or processed in connection with Kirklees Business Solutions.

The collection, use and sharing of your personal data is subject to this Privacy Policy.

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

We collect mandatory personal information listed below in order to set up a user account:

- Name and Surname
- Email address
- Job title/role
- School/Company/Organisation name
- School /Company/Organisation telephone number

For Childminders, we require the following additional personal information for account setup:



- Personal telephone number
- Personal email address
- Home Address

We do not request any sensitive information as part of the User account set up, however, there are additional non-mandatory fields within your user account which you may wish to update or add at your own discretion. E.g. “Special Requirements” which, if added will be relevant if you have a disability or accessibility need which may affect any training course you are booked to attend.

The KBS website also collects anonymous information/data to better understand how visitors use this website. This data does not identify you personally.

The KBS website may contain links to external websites of interest. However, once you use these links to leave our website, you should be aware that we do not have any control over other websites and cannot be responsible for any information that you provide whilst visiting external sites and as such are not governed by this privacy notice.

3. Why we collect and hold this information:

We use this personal in order to:-

- Create an account that will enable you to purchase our traded services
- Allow you to book onto training courses

4. The lawful basis on which we use this information:

Collecting personal information such as name, email address, telephone number etc. Because to do so is necessary to take steps at your request to enter into a contract with any of our traded services.

The consequences of not providing the information requested will mean that you will not be able to have a KBS account and will therefore be unable to purchase services or book training.

5. Storing this information:

We hold the information about you securely, and for no longer than reasonably necessary. The information below sets out the typical timescales.

- **Personal information** created during user account set up will be erased within 2 years of account inactivity.
- **Financial information** will be kept for an additional 6 years after the last year of activity.



6. Who we share this information with and why:

Your personal information is only visible and shared with KBS administrators and is used in relation to purchasing and site activities.

Frontline Data staff (who provide the KBS website) can also access your data as site administrators. They along with KBS staff are obligated not to disclose or use personal information for purposes other than those relating to trading and purchasing.

We may share your information with any of the Service Providers trading through KBS or are providing training or services on behalf of KBS. For example a third party training provider would be provided with a list of booked delegates in order to record attendance and issue certificates.

Financial information is also shared with our Finance teams in order to produce charges and invoices.

Kirklees Council is required by law to protect the public funds it administers. We may use the information you provide to us for the prevention and detection of crime.

We may also share this information with other bodies that are responsible for auditing or administering public funds including Public Sector Audit Appointments Ltd, National Audit Office, Financial Reporting Council, Cabinet Office, the Department for Work and Pensions, HM Revenue and Customs, and the Police.

The council will never sell your information to anyone else.

7. Further information:

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at www.kirklees.gov.uk/privacy

If you would like further information about this privacy notice, please contact: Kirklees Business Solutions business.solutions@kirklees.gov.uk or telephone 01484 414708.

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.

