## KSCB Information Sharing Policy

## Information collection and use

Kirklees Safeguarding Children Board takes your privacy and the security of information you provide us very seriously and views secure personal data protection as its legal and social responsibility. Kirklees Safeguarding Children Board privacy policy states how and why we collect data, how we store it, how we use it and your rights concerning the personal information you provide to Kirklees Safeguarding Children Board.

Kirklees Safeguarding Children Board processing of your personal data is now governed by the General Data Protection Act 2018 (GDPR). Kirklees Safeguarding Children Board’s lawful basis for obtaining your personal information is based on your clear, fully informed consent in pursuant to Article 6 of the GDPR. This establishes grounds for lawful processing which includes processing of consent and processing in the organisation’s legitimate interest.

If you have any questions regarding our privacy statement, please contact us by:

* Emailing us on: [kscb.admin@kirklees.gov.uk](mailto:kscb.admin@kirklees.gov.uk)
* Calling us on: 01484 225161

**What personal information we collect**

Depending on how you interact with us, including when you enquire about our activities, register with us, subscribe to our newsletter, send or receive an email, you provide us with your personal information that we collect. This may include your name, postal address, email address, personal telephone or mobile number and your contact preferences.

We will only keep your records on our system for as long as is necessary to work with you and to meet any legal or regulatory requirements. This is so that we can provide the services or information you have requested.

**How and why we collect it**

When you contact Kirklees Safeguarding Children Board regarding our activities, send or receive information, you provide us with personal information to enable us to respond to your requests**.**

**How we use your information**

Under the GDPR regulations, we are legally obliged to ensure that we only use this information for the purpose for which it was requested, that consent was given and to ensure that it is kept securely. The information will be retained only for the appropriate amount of time it is needed, and it will be kept in an established data retention system under the supervision of Kirklees Safeguarding Children Board’s designated data protection officer.

We may use your personal information for:

* Dealing with your enquiries, requests or complaints
* Processing your payments made online or otherwise to verify financial transactions
* Providing you with information about our activities.
* Providing you with updates on our work, where you have agreed to receive this.
* Complying with our legal obligations, policies and procedures
* Providing and personalising our services.
* Administering subscribers membership records.
* Processing an internship/volunteer application or job application.

In order to process financial transactions. We may ask you for your bank or credit card details, as well as a valid form of identification, if necessary.

**How we secure your information**

Kirklees Safeguarding Children Board is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

All staff who have access to your personal data understand the importance of keeping your information safe and secure at all times.

No data transmission over the internet can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information Kirklees Safeguarding Children Board cannot ensure or warrant the security of any information you transmit to us electronically, and you do so at your own risk. Once we receive your transmission, we make our best effort to ensure its security on our systems. We cannot be held responsible for the privacy of data collected by websites not owned or managed by Kirklees Safeguarding Children Board.

**What does providing your personal information mean?**

To continue to receive information and updates from Kirklees Safeguarding Children Board and for us to correspond with you either electronically by email or by post, you will need to authorise Kirklees Safeguarding Children Board to communicate with you by confirming your full consent. In addition, we may send you direct emails that we feel may be of interest to you. Kirklees Safeguarding Children Board will not sell or rent supporter information to anyone. From time to time, we agree with other like-minded organisations to write to some of each other's supporters, for the mutual benefit of both. In order to do so, Kirklees Safeguarding Children Board will ask again for your full and informed consent.

We will only contact you when you provide us with your personal data and you give us consent to use the information you provide for the purposes stated.

**What are your choices regarding the collection, use and distribution of your information**?

If you indicated that you are interested in receiving regular information from Kirklees Safeguarding Children Board and have given consent to a particular method of communication email, telephone, post, we will use this method to send you information and communicate with you.

**What are your rights concerning the personal information you provide to Kirklees Safeguarding Children Board**

**Right to access**

You have the right to obtain a copy of the information that is held about you. You may request a copy of the personal information relating to you that is kept on file by Kirklees Safeguarding Children Board by contacting Kirklees Safeguarding Children Board at our address given above. Information requested will be provided free of charge, however we may need to charge a ‘reasonable fee’ when a request is manifestly unfounded or excessive, particularly if it is repetitive.

**Right to correct or update the information**

Should your personal details change, please help us to keep your information up to date by sending an email to [kscb.admin@kirklees.gov.uk](mailto:kscb.admin@kirklees.gov.uk). In addition, if you find that any of your personal information is incorrect or incomplete, please notify Kirklees Safeguarding Children Board using either of the above methods, and the necessary corrections will be made in a timely manner.

**Right to rescind consent**

You have the right to withdraw consent at any time. If you wish to withdraw the consent you have previously given then please either,

* Email [kscb.admin@kirklees.gov.uk](mailto:kscb.admin@kirklees.gov.uk) withdrawing your consent to all communications
* Call 01484 225161 to withdraw your consent to all communications

**Right to be forgotten**

You may have personal information effectively erased when that information is no longer necessary for its initial purpose and when you have clearly rescinded previously given consent. If you would like to do this, contact us by emailing [kscb.admin@kirklees.gov.uk](mailto:kscb.admin@kirklees.gov.uk) or calling us on 01484 225161 or writing to us at our address above.

**Will we disclose the information we have collected to outside parties with your consent?**Please note that any information you provide to Kirklees Safeguarding Children Board will never be supplied to third parties without first obtaining your consent. If you consent to the use of your information by third parties, we require them to protect your personal information to the same degree that we do.

**Direct marketing and user surveys**From time to time we may provide you with details of other Kirklees Safeguarding Children Board services and products which may be of interest to you, offering you the opportunity to subscribe to them. We may also offer you the opportunity to participate in surveys carried out by Kirklees Safeguarding Children Board or its partners, which help us gather information to support our work.

**Can you opt out of further communications?**If you do not wish to receive further communications of a particular type or no longer wish Kirklees Safeguarding Children Board to contact you at all, you can tell us by:

* Emailing us on: [kscb.admin@kirklees.gov.uk](mailto:kscb.admin@kirklees.gov.uk)
* Calling us on: 01484 225161 to withdraw your consent to all communications

We will always respect your privacy and any personal communication between you and Kirklees Safeguarding Children Board.

**Notification of change of privacy policy**Kirklees Safeguarding Children Board reserves the right to amend this privacy statement. If you have any questions regarding GDPR, please visit: [**https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/**](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/)

If you have any questions, comments, or concerns regarding our privacy statement, please contact the Kirklees Safeguarding Children Board.

# Disclaimer

## General

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## Policy changes

By using our website you agree to accept this privacy policy and are aware that our policy may change with time.  Any changes to this policy will appear on this web page.