

## **Privacy Notice (How we use your information)**

### **Multi Systemic Therapy (MST) – Kirklees Council**

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

- Personal information: name, address, contact details, location data, date of birth
- Characteristics: gender, ethnicity, disability, racial or ethnic origin, religious beliefs, physical or mental health condition, political opinions.
- Offending data including arrests and cautions.

### **Why we collect and hold this information**

We use this personal data in order to:

- Provide you with MST service as part of Kirklees Council's Social Care offer;
- Provide you with the support you need to access MST;
- Enable us to carry out specific functions for which we are responsible;
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

### **The lawful basis on which we use this information**

GDPR 2018 Article 6(1) (e) the performance of a task carried out in the public interest or in the exercise of the controller's official authority

GDPR 2018, Article 9(2) (h) the provision of health or social care or treatment or the management of health of social care systems and services

DPA 2018, Schedule 1, Part 1, 2 (2) (e) the provision of social care

### **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary and in accordance with the Kirklees Council retention schedule. This means that we will keep it for as long as the longest legal period that applies for you and your family. For young people who are subject to a Child in Need or Child Protection plans, information would be stored for 30 years, and for Children Looked After this would be 75 years.

### **Who we share this information with**

We routinely share this information with:

- Other Kirklees services, agencies and partners; Social Services, CAMHS, YOT, Education, Police.
- MST UK (South London and Maudsley NHS Foundation Trust) and MST Services (USA)

## Why we share this information

We share information with Kirklees Partner Agencies on a statutory basis, under Sections 17 and 47 of Children Act 1988. This is in order to safeguard family members.

The information that is shared between Kirklees MST, MST UK, and MST Services is used for service delivery, quality assurance and audit purposes to ensure that the team is supported to deliver the MST model with fidelity in order to maximise its effectiveness. The information shall not be used for any purpose outside that covered by this agreement and shall be kept fully confidential.

Information that is routinely shared with MST-UK is anonymised and includes weekly paperwork (which is a record of the work and planning completed with and for your family) and session/ supervision/ consultation audio recordings, which are shared using a Kirklees Council document storage website.

Information that is shared with MST Services is anonymised (e.g. names, dates of births and addresses and other identifiable information are not shared) and is stored on the MST Services (USA) website (MSTi).

### **The following guidance will be followed by Kirklees MST and MST UK in relation to the sharing of sensitive personal information about MST families:**

1. Anonymised data will be used as the sole identifier of children and young people wherever written information is being exchanged. This includes email correspondence.
2. Personal data, including recordings of meetings and consultations, will be stored securely in line with data protection laws.
3. Personal data, including recordings and consultations, will be disposed of securely.
4. Recordings of family members will be processed using voice altering software, and will have any additional identifiable information removed before sharing with colleagues in MST UK or MST Services.
5. Any databases held by MST UK or MST Services will use anonymised data as sole identifiers of young people.
6. Personal data will not be held on portable storage systems, including laptops, unless the data is encrypted.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

## 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](http://www.kirklees.gov.uk/privacy)

If you would like further information about this privacy notice, please contact: Kieran Lord, [MST@kirklees.gov.uk](mailto:MST@kirklees.gov.uk) or by ringing 01484 221000.

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.