

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

### **Daily Risk Assessment Management Meeting (DRAMM) and Multi-Agency Risk Assessment Conference (MARAC)**

Agencies in Kirklees have established a multi-agency process to respond to the most serious cases of domestic abuse in Kirklees. This process incorporates a Daily Risk Assessment Management Meeting (DRAMM) and Multi-Agency Risk Assessment Conference (MARAC), which are multi-agency meetings to share information, assess risks to victims and/or their children, and develop plans to improve victim safety.

Agencies that participate in the DRAMM-MARAC are prohibited from disseminating data outside of this partnership without the permission of the partnership.

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

Data about victims and perpetrators of domestic abuse, children, family members and other individuals that may be at risk of harm due to domestic abuse. The information may include:

- personal information (including name, date of birth and address)
- characteristics (such as gender, ethnicity, language, religion and disability)
- information on people affected by domestic abuse (including partners, family members, carers and children and young people in your care or with whom you have contact)
- personal circumstances to enable assessment of risk and eligibility for services – this includes relationship status, relationship history, incidents of domestic and sexual abuse, mental and physical health, accommodation, substance use history, immigration status and eligibility for benefits
- hazards/risk information about you or others around you – including offending history and legal proceedings
- NHS number and/or medical information where relevant to risk from domestic abuse

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

We use this personal data in order to:

- Develop safety plans for victims of domestic abuse and their children;
- Ensure the safety of professionals working with families affected by domestic abuse;
- Improve public safety;
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

The data may also be used by different agencies in different ways: the Police may determine if any of the information may trigger or contribute to a Police investigation; Children's Services and Adult's Social Care may also consider if these details reach the threshold for a referral to their service in order to protect children, young people and vulnerable adults; the National Probation Service and the Community Rehabilitation Company may use these details to determine if Probation Orders have been breached.

## The lawful basis on which we use this information

We collect and process information about you as we have a duty to safeguard victims of domestic abuse and their children from harm.

The key areas of legislation that direct us to collect and use your information are as follows:

- **The General Data Protection Regulations –**
  - 6.1(d) 'Processing data is necessary to protect the vital interests of a data subject or another person'
  - 6.1(e) 'is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.'
  - 9(2)(g) Reasons of substantial public interest (with a basis in law).
- **Human Rights Act 1998** – article 8 provides for the right to respect for private and family life, home and correspondence except as is necessary in the interests of public safety, for the prevention of disorder or crime and the protection of life.
- **Crime and Disorder Act 1998** - Any person may disclose information where disclosure is necessary or expedient for the purposes of reduction and prevention of crime and disorder.
- For all agencies the following additional key legislation and guidance affecting the sharing and disclosure of data includes (but is not necessarily an exhaustive list):-
 

<ul style="list-style-type: none"> <li>○ Freedom of Information Act 2000</li> <li>○ Police and Criminal Evidence Act 1984</li> <li>○ The Police Act 1996</li> <li>○ Criminal Procedures Investigations Act 1996</li> <li>○ The Police Reform Act 2002</li> <li>○ The Rehabilitation of Offenders Act 1974</li> <li>○ The Offender Management Act 2007</li> <li>○ Anti-Social behaviour, Crime and policing Act 2014</li> <li>○ Protection from Harassment Act 1997</li> <li>○ Safeguarding Vulnerable Groups Act 2006</li> <li>○ Care Act 2014</li> </ul>	<ul style="list-style-type: none"> <li>○ The Children Act 2004 Section 11</li> <li>○ Housing Act 1996</li> <li>○ Health and Social Care Act 2012</li> <li>○ Homelessness Act 2002</li> <li>○ Education and Skills Act 2008</li> <li>○ Mental Capacity Act 2005</li> <li>○ Mental Health Act 1983</li> <li>○ Criminal Justice Act 2003</li> <li>○ Criminal Procedures and Investigations Act 1996</li> <li>○ Local Government Act 2000</li> <li>○ Access to Health Records 1990</li> <li>○ Civil Contingencies Act 2004</li> <li>○ Regulation of Investigatory Powers Act 2000</li> <li>○ Welfare Reform Act 2012</li> </ul>
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## Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. Partner agencies participate in the DRAMM-MARAC may 'flag' victims for a period of 12 months to ensure that victims receive an appropriate service within that period. Victims will be flagged for no more than 12 months from an incident and/or disclosure of domestic abuse, but information about these incidents will be held for as long as the risk remains.

We will ensure that only members of staff with a legitimate reason to access your information have permission to do so.

We will review the need to retain your records on an annual basis.

## Who we share this information with

We routinely share this information with:

- Other services within Kirklees Council – Adults Social Care, Children's Social Care, Housing Solutions Service, Pupil Attendance And Support and Safer Kirklees
- Other partners – West Yorkshire Police; Probation; Clinical Commissioning Group; Pennine Domestic Violence Group; Community Rehabilitation Company; Change, Grow, Live delivering CHART Kirklees Integrated Substance Misuse Service; Kirklees Neighbourhood Housing; Connect Housing; Kirklees Rape and Sexual Abuse Counselling Centre; Victim Support; Womenscentre Calderdale and Kirklees; Yorkshire Children's Centre - Domestic Abuse Perpetrator Programme.
- Additional organisations may also attend MARAC such as therapeutic services, refuges and charities.

## Why we share this information

We share information with partner agencies to develop safety plans to protect victims of domestic abuse and their children.

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 **Chani Mortimer, MARAC Coordinator** on 07797 986744 or 01924 431492.

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.