

Privacy Notice (How we use your information)

Kirklees Wellness Service

The Kirklees Wellness Service provides holistic support and guidance to people who are seeking, or who have been referred for, services that may improve their physical and / or mental health and wellbeing. The Wellness Service can assist with facilitating and signposting to a range of services including:

Exercise Referral Scheme Healthy Weight Programme / Weight Management

Smoking Cessation Improving Mental wellbeing / physical health

Active for Life / Steps 4 Life Carer's wellbeing support

Support to connect to local groups and / or local organisations

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

- Personal information (such as name, date of birth, home address and email address)
- Characteristics (such as gender, ethnicity, disability and sexual orientation)
- Special category when referred for Exercise Referral Scheme/Active for Life/Healthy weight support (such as BMI, relevant medical conditions and relevant medication)

Why we collect and hold this information

We use this personal data in order to:

- Provide you with high quality Wellbeing support;
- Provide you with the most appropriate support you need to improve your well-being;
- 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

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

6(a) Your consent. You are able to remove your consent at any time. You can do this by contacting wellness.service@kirklees.gov.uk

6(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:

- Care Act 2014
- Health and Social Care Act 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(a) Your explicit consent. You are able to remove your consent at any time. You can do this by contacting Wellness.service@kirklees.gov.uk

9(2)(h): Processing is necessary for the provision of health or social care

9(2)(j): Processing is necessary for statistical purposes (which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject).

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives.

We keep personal information, characteristics and special category data relevant to the provision of specific services for up to 20 years from the case closure date where a service or activity has been provided. We will fully dispose your referral information by electronic file deletion under the following retention period:

12 months from case closure date if unable to contact client after referral

7 years from case closure date if activity undertaken

20 years if safeguarding related incident occurs

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:

For you to receive agreed appropriate support to allow you to achieve your health and wellbeing outcomes.

We may share this information with:

- Other services within Kirklees Council;
- National government department e.g. Department for Education;

- Other partners such as, Kirklees Active Leisure (KAL) who deliver the Exercise Referral Scheme, health partners 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:
Wellness.service@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.

