



Privacy Notice (How we use your information)

Family Group Conference

Kirklees Council FGC Service takes its obligations under the Data Protection legislation very seriously. The main laws are the Data Protection Act 2018 and the General Data Protection Regulation. The information you provide to the Council will be subject to rigorous measures and procedures to make sure that it cannot be seen, accessed or disclosed to anyone who should not see it. Our service also needs to use sensitive personal data relating to you (also called “special category data”) which requires more protection by us to keep it safe. Kirklees Council are the owner (data controller) of this information and therefore obliged to fully comply with the relevant Data Protection laws and regulations.

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

- Personal information (such as name, date of birth, address, telephone number and assessment information)

Why we collect and hold this information

Any personal and sensitive information you provide will be collected and used by the FGC service for the purposes of facilitating your Family Group Conference. We do not routinely share information with other professionals without your consent. Please note, we would hope you fully engage in this process, however there may be circumstances where we may be required to share your information without your agreement in order to safeguard a child, as we are legally required to do so.

The lawful basis on which we use this information

We collect and process information about you under:

Article 6: 1(e) Public task. Processing 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;

Article 9: 2(g) Substantial public interest. Processing is necessary for reasons of substantial public interest, on the basis of Union or domestic law 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;

Article 9: 2(h) Provision of health or social care. Processing is necessary for the provision of social care (this is likely to include social work, personal care and social support services); or the management of health care systems or services or social care systems or services.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. A copy of the referral information shared with us, your Family Plan/s and any contact details



you have shared with us is kept by the service on a secure server. This is to better enable us to support your family again if re-referred within this timescale.

Sharing this information

The information the Family Group Conference team collect about you and your family will be held on an electronic file kept on the council's children's recording system. We are required by law to keep these records for varying lengths of time depending on individual circumstances. This information is set out in a retention schedule. More information can be given to you on request.

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 [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact:

Email: earlysupportseniormanagementsupport@kirklees.gov.uk or Tel: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 or by ringing 01484 221000.