

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

### **Learning & Early Support**

### **Family Support Service**

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

- Personal information (such as name, date of birth and address)
- Characteristics (such as gender, ethnicity, language, religion and disability)
- Assessment information: social care needs; personal and professional network; special educational needs; relevant medical information; relevant background information regarding presenting issue/s
- Personal circumstances to enable assessments to be made regarding family support required.

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

We use this personal data in order to:

- Comply with the law regarding data sharing;
- Ensure children and young people get the necessary health and care support;
- Provide children and young people with a family support service;
- Enable us to carry out specific functions for which we are responsible;
- Assess the quality of our services;
- Evaluate and improve our performance and the services we offer;
- Derive statistics which inform decisions about future delivery of services.

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

We collect and process information because we have legal obligations and a duty to support the education and safety of all young people. We also have some instances where the consent of young people or their parents / guardians is required.

We collect and use this information under:

Article 6: 1(a) –the data subject has given consent to the processing of his or her personal data for one of more specific purposes;

Article 6: 1(e) 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) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State 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(j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on

Union or Member State 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.

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

1. Children Act 1989 and 2004
2. Statutory Guidance under 'Working Together to Safeguard Children 2018'

Kirklees Council also has duties placed under the Local Government Act. Further detail can be found at the Local Government Act Extract 2 Promotion of well-being.

## **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary. We also ensure that only members of staff with a legitimate reason to access your information have permission to do so. Your information will only be kept for a specific amount in order to comply with statutory requirements of time after which it will be securely destroyed. We will hold your information in line with our Retention Policies in order to ensure we only keep your information for as long as it is needed. In some instances, where multiple amounts of information are stored within our electronic records system, with different retention periods - we will need to keep all your information for the longest specified amount of time.

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

We routinely share this information with:

- Other services within Kirklees Council: Social Care; Education; Housing, Disabled Children's Service;
- Schools and other learning settings;
- Government Departments including Department for Education and Ministry of Health, Communities and Local Government;
- The Local Government Ombudsman who investigates complaints;
- Statutory agencies such as Ofsted, Police and Probations Services;
- Other partners: Humankind, Action for Children.

## **Why we share this information**

We share this information in order to achieve the best possible outcomes for children, young people and their families.

## **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: [earlysupportseniormanagementsupport@kirklees.gov.uk](mailto:earlysupportseniormanagementsupport@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](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.