

Privacy Notice

Detached Youth and Play Work

Children and Young People who get involved with our organised activities and activities online need to provide personal information that we use to make sure we deliver safe activities.

We also use personal data to derive statistics which inform decisions we make (e.g.) decisions on funding, decisions on activity-based working, decisions on deployment of staff. We use information about children and young people for research and statistical purposes, to develop, monitor and evaluate the performance of the local Youth Offer. These statistics are used in a way that individual children and young people cannot be identified.

We may share some information we obtain with Voluntary, Community and Social Enterprise (VCSE) partners, when working jointly either on a detached setting or activity-based working and where this will ensure we deliver a better and safe service to you.

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

- We collect names date of births, addresses, health/medical information,
- We collect information on ethnicity, gender, disability, learning needs
- information relating to episodes of being a child in need (such as referral information, assessment information, and Child Protection Plan information)

Why we collect and hold this information

We use this personal data in order to

- Provide you and your family with several services.
- Provide you (children and young people) with the support you need to access services
- For keeping children and young people safe i.e. health or contact information in the event of an incident and /or medical emergency.
- Enable us to carry out specific functions for which we are responsible.
- Assess the quality of our services.
- Carry out research including consultations
- Provide appropriate care
- Carry out Equality Monitoring
- Evaluate and improve our performance and policies.
- Derive statistics which inform decisions about future delivery of services.
- Review our service and ensure equality of access

The lawful basis on which we use this information

We collect and process information about you under article 6:

6.1 A Consent will be sought for photographs and publicity and for referrals to other partners.

6.1 C Legal obligation to safeguard children and young people. processing is necessary for compliance with a legal obligation to which the controller is subject

6.1 D Public duty to keep our service users (children, young people and families) informed of services and opportunities.

6.1 E Vital Interests so we know health and medical information and parent / carer information, so we can respond correctly in the event of an accident or incident.

And Article 9:

9.2 A Explicit Consent, to supply us with any health information needed to keep you safe.

9.2 C Vital Interests, in the case of a medical or other emergency where you are unable to give consent, we can share information with others to keep you safe.

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

- Section 17, Children Act, 2004
- Equality Act 2010
- Working Together to Safeguard Children 2018.
- Every Child Matters, 2003

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 on our electronic monitoring systems, and for no longer than reasonably necessary. Your information is store securely on database and document management systems with stringent access and use policies. We also undertake quality checks and monitoring to ensure the information we hold is accurate at the time and being used appropriately.

We will hold your information for the life of the project and up to 6 months after. We collect and update data on an annual basis to ensure out data is accurate and up-to-date. Once we have updated your information, previous information will be destroyed.

Who we share this 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:

- To safeguard vulnerable children and young people
- To help you to access other services or organisations that could help you
- To develop policies, locally, regionally and nationally
- To manage local authority performance
- To administer and allocate funding
- To identify and encourage good practice

Who we routinely share this information with:

- Other services within Kirklees Council; including Youth Engagement Service, Social Care, Children's Services,
- Schools and other Learning settings
- Other partners such as Ofsted, health and the Police.
- Other VCSE partners

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

Why we share this information

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

If you would like further information about this privacy notice, please contact:
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 or by ringing 01484 221000.