

Privacy Notice (How we use your information)

Shared Lives

By completing the application form for shared lives, you are submitting your personal information to be considered for becoming a shared lives carer. The information provided will be used to assess your suitability to provide support for vulnerable people.

If you become a shared lives carer information about you and your role will be collected and kept in line with the retention policy.

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)
- Information on people close to you including family and friends
- Personal circumstances to enable assessment of suitability to become a carer
- Assessment information
- Hazard risk information about you or other around you
- Financial information
- Medical information
- Employment history
- DBS checks

Why we collect and hold this information

We use this personal data in order to:

- Assess your suitability to be a carer.
- Provide you with the support you need to maintain the shared lives arrangement;
- Enable us to carry out specific functions for which we are responsible;
- Ensure the safety and wellbeing of all of our service users and carers;
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.
- Know we are delivering support to the right people
- Collect information to let us plan future delivery of our service

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 shared.lives@kirklees.gov.uk For the most part, we collect and use your information with your clear permission (consent). However, there are some legal reasons why we may have to collect and use your information without asking you first.

6(b) We have a contractual obligation. Shared lives carers are self-employed with arrangement agreements which set out terms and conditions.

6(c) We have a legal obligation. Often, we will collect and process information about you as we have a legal obligation and statutory duty to provide social care to adults in certain circumstances.

6(d) We have a vital interest. We have a legal responsibility to protect all people in Kirklees from harm and abuse. We will act when a person's safety and wellbeing appear to be at risk

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 Our general duty to promote an individual's well-being and safety.
- Children's and families Act 2014
- Mental health Act 2007 Describes our duties when detaining (holding) and treating people with a mental disorder
- Mental capacity Act 2005 Our responsibilities when acting and making decisions on behalf of adults who lack the capacity to make decisions for themselves.
- Health and Social Care Act 2015
- Children's Act 1989

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. If the special category data is not being directly used to support you to meet your caring role, we will only collect and use special category data with your consent. You can remove your consent at any time. You can do this by contacting **shared.lives@kirklees.gov.uk**

9(c) It is in your vital interests. We have a legal responsibility to protect all people in Kirklees from harm and abuse. If needed, we will process and use special category data when a person's safety and wellbeing appear to be at risk

9(h) Health or social care (with a basis in law). We may need to use some special category data, such as your religious beliefs to ensure we are supporting you to meet your caring role.

How we store your personal information

Your information is safely stored on our secure care management system.

We keep application information for 7 years from the last contact with you. We will then dispose of your information by deleting the application and any supporting documentation you have provided from the electronic care management system. We keep assessment and support information for 7 years from the time of entry.

Only people who are authorised to access these records will be able to access the secure electronic care management system. We will dispose of your information by deleting the application and any supporting documentation from the electronic care management system. We will not hold paper documentation if paper documentation is used once this has been stored to the secure electronic system these paper documents will be destroyed using the local authorities confidential waste disposal system.

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:

- To safeguard vulnerable children and young people;
- To develop national policies;
- To manage local authority performance;
- To administer and allocate funding;
- To identify and encourage good practice.
- To investigate your complaints
- To support legal processes such as The Court of Protection for court proceedings
- Statutory inspection of services.

We may share this information with:

- Other services within Kirklees Council;
- National government department e.g. Department for health and social care;
- Other partners such as CQC, health 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:
shared.lives@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.