

# Privacy Notice (How we use your information)

## Kirklees Asylum Dispersal

Kirklees Council is an asylum dispersal area. Kirklees work with the Home Office Mears Housing and Migrant Help to ensure that those settling in Kirklees have the support they need on arrival and moving forward to when a decision is taken.

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

- Personal information (such as name, date of birth and address)
- Names of main applicant
- Name(s) of children
- Address
- Household make-up (number of people)
- DOB
- Support type (whether on s.95, s.98, s.4, including subs only)
- Language spoken by household
- Schools and nursey children are accessing education and home learning
- Access to free school meals
- Concerns raised with the Council, (by those supporting asylum seekers) because of issues accommodation (Mears) or asylum support provider (Migrant Help), these are then passed on to the provider and the Council tracks a response/resolve.
- Assessment information
  
- Characteristics (such as gender, ethnicity and disability)
  - Gender
  - Language

### Why we collect and hold this information

We use this personal data in order to:

- Ensure the most appropriate support is in place during COVID 19
- To contact you to help you understand education in the UK and apply for nursery and School places for your children
- To ensure (when entitled) there are Free School Meals in place for your children
- To ensure your family (for school age children) have access to Home Learning during Covid 19
- To ensure those of you who are shielded receive the support they need during COVID19
- To ensure you are registered with a GP practice
- Ensure the TB service can contact you

- To ensure the post decision support team can contact you after a positive decision on your asylum claim
- Post information to you in your language to ensure you understand support available for you in Kirklees
- Enable us to carry out specific functions for which we are responsible
- 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**

The relevant lawful bases for processing for personal data as set out in Article 6 GDPR are:

Article 6(1)(c) “processing is necessary for compliance with a legal obligation to which the controller is subject”

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”

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it until a decision has been granted on your asylum claim and if positive a housing solution has been resolved.

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

We routinely share this information with:

- Other services within Kirklees Council:
- Education Safeguarding (Pupil admissions and International New Arrivals Team)
- Customer and Exchequer Services (Free School Meals)
- Housing Solutions
- Public Health
- Locala: Ensuring a GP is in place, TB service and Health Visitor for those aged under 5
- Home Office
- Mears Housing Group
- Migrant Help

## **Why we share this information**

We share information to ensure those arriving into Kirklees as asylum seekers access the timely and appropriate support they need to start life in Kirklees, access health, education and move on support when a positive decision on an asylum claim has been granted

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: Sarah Mitchell, Communities Service, Migration and Refugee Resettlement

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.