

# Privacy Notice (How we use your information)

## Children's Rights Team

The Children's Rights Team make sure that you have opportunities to say what you think and have your views taken seriously when decisions are made about you, your life, and your future. If you are in the care of Kirklees Council or are leaving care, then you have a legal right to an advocate.

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

- Personal information such as name, date of birth and address and phone numbers or e-mail addresses
- Characteristics such as gender, ethnicity and disability
- We also keep a record of our involvement with you and any advocacy we undertake on your behalf, which may in part include assessment information; relevant medical information; social care needs; special educational needs information

### Why we collect and hold this information

We use this personal data in order to:

- Provide you with Advocacy services, this means helping you to share your views, wishes and feelings
- Provide you with the support you need to be aware of your rights and responsibilities
- Send you a birthday card and Christmas card each year
- Enable us to carry out specific functions for which we are responsible including the Children in Care Council and the Care Leavers Forum and the Independent Visitors Scheme
- Assess the quality of our services
- Evaluate and improve our performance
- Derive statistics which inform decisions about future delivery of services
- To assist you with making a complaint
- To help you to have your voice heard in reviews for example

### 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(1)(e) We need it to perform a public task.**

**6(1)(c) We have a legal obligation.**

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
- 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(2)(g) Reasons of substantial public interest (with a basis in law)**

**9(2)(h) Health or social care (with a basis in law)**

## How we store your personal information

Your information is safely and securely stored on Kirklees Council's secure network drives and databases which have access restricted to a limited number of staff members.

We will hold the information about you for no longer than is reasonably necessary. The length of time we will hold your information will vary depending upon government guidelines. For example, Social Care records for children who are looked after must be retained for 75 years from your date of birth; for child protection cases it is 35 years after closure of the case. 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 of your information for the longest specified amount of time. Should you require further information on how long your information will be retained, please contact us at [childrens.rights@kirklees.gov.uk](mailto:childrens.rights@kirklees.gov.uk)

At the end of the requisite time frame the records will be manually deleted.

## 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 policies.
- To manage local authority performance.
- To identify and encourage good practice.

We may share this information with:

- Other services within Kirklees Council.

- National government department e.g. Department for Education.
- Other partners such as health and the police.
- Schools
- Housing
- Children's Services

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](mailto: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: [childrens.rights@kirklees.gov.uk](mailto:childrens.rights@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.

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.