

## **Privacy Notice for the Troubled Families programme and national evaluation**

Kirklees Council has committed to the Government to deliver the national Troubled Families programme in our area.

Locally it is called the Stronger Families Programme.

In order to fulfil our obligations it is necessary to share information both with local agencies and with the Ministry of Housing, Communities and Local Government (MHCLG).

### **Categories of information that we collect and hold are:**

- Personal information - name, date of birth, gender, last known address
- If a person is claiming a benefit
- If a family is in rent arrears
- If a family has had help from social care or a family support service
- If a person has committed an offence or is involved in ASB or is at risk of committing an offence through possible gang affiliation
- Who a family's key workers are
- Some case notes re: any changes in the above details.

### **Types of information that we process are:**

- Information from West Yorkshire Police
- Information from Housing – Kirklees Neighbourhood Housing and Fusion Housing
- Information from Locala
- Information from C & K careers
- Information from Department of Work and Pensions
- Information from DISC – Family Intervention Project.

### **Categories of information that we share are:**

- Number of homeless applications/Number of weeks homeless
- Number months alcohol dependent
- Number of months (non-prescription) drug dependent
- Number of months with mental health issue
- Police intelligence with key workers
- Progress data – when families have made progress against the criteria they meet.

We need to share information between local agencies in order to:

- Understand all the problems affecting families;
- Target help to those who need it most;
- Coordinate and deliver services for families in Kirklees.

We need to share information with the MHCLG in order to aid national research into the effectiveness of the overall programme. They want to:

- Find out how well services for families with multiple problems are working across England
- Find out how families use public services and what benefits they get
- Find out the costs of providing services to families with multiple problems.

To do this, MHCLG wants to link information about families with past and future information on their use of public services and the benefits.

MHCLG will use personal information – name, date of birth, gender, last known address, National Insurance Number (if known).

Data agreements are in place when identifying families for the programme to ensure that:

- The data can only be used for carrying out research
- The linked data cannot be used to make decisions about individuals
- It will be impossible for any person or family to be identified from any published reports
- The linked personal data will not be shared with or made available to the local authority or any other public agency
- All data is transferred, handled and stored in accordance with the Data Protection Act
- Appropriate measures are in place to prevent unauthorised use of the data
- The data is destroyed by December 2022.

Families will be identified as suitable for the programme when there are two or more of the following problems that local services hope to help families with:

- Worklessness or at risk of financial exclusion (experience problem debt, have young adults who are NEET)
- School absence problems
- Children in need (those at risk, on child protection plans, looked after children)
- Offending and anti-social behaviour
- Domestic abuse – including child to parent abuse
- Mental health or substance misuse problems.

Family members may or may not currently be receiving a service to help deal with a problem.

## Frequently asked questions

### What will happen to the information provided?

In order to assess how well services for families with multiple problems are working, what public services families use, and what benefits they receive, MHCLG would like to use personal information to gather information held by other government agencies. This information will only be used for research and will be anonymised so the researchers will not know whose data they have.

This information will be provided by the local authority to our partner for the evaluation, Office for National Statistics (ONS). They will keep the data secure.

Personal information (name, date of birth, gender, last known address) and some information provided by the local authority will be linked to information held by other government departments:

- Department for Work and Pensions (DWP) – to see what benefits you have received and whether you have been employed
- Ministry of Justice (MOJ) – to see what contact you may have had with the criminal justice system
- Department for Education (DfE) – to see when your child has been in school, how well they are doing at each Key Stage and whether they are a Child in Need.

MoJ, DWP and DfE will **not** keep names on file for longer than a month and will **not** keep records showing people were part of this research.

The information gathered from the local authority will be linked with the information on benefits, child's information and any contact a family may have had with the criminal justice system.

### For how long will the information be kept?

All personal information held by ONS for **this research** will be securely destroyed by December 2022.

The personal information held by DWP, MoJ and DfE for **this research** will be securely destroyed after a month and they will **not** keep records showing anybody was part of this research. All data use is strictly within the terms of data protection legislation.

To legally share data for this research, local authorities and MHCLG will rely on the Digital Economy Act 2017.

The collection of personal information by MHCLG for this project is compliant with data protection legislation.

MHCLG will rely on the following reasons for processing personal data and additional special category data below:

**A. Lawful basis for processing personal data under Article 6 GDPR**

The processing is necessary for this reason:

(E) Public task: *the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.*

**B. Additional condition for processing special category data under Article 9(2) GDPR**

Special category personal data may be processed if:

*(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;*

**C. The DPA 2018 will provide a lawful basis to process criminal offence data**  
(as required by Article 10 GDPR).

The local authority will collect the personal data under the public task basis (to fulfil their functions, in this case deliver services to troubled families) and agree to share this data with MHCLG under the public task basis (to fulfil our functions as a Government Department, in this case to improve services for troubled families).

**Where is data currently being stored?**

For Stronger Families, household information is stored on a secure database which was built specifically for the programme and only accessed by authorised officers. All information collected will be kept **strictly confidential**.

The MHCLG will store names, dates of birth, genders, addresses and National Insurance numbers separately from all the other information in a secure, password-protected document on a computer system.

A unique reference number is assigned to each person, so that even though a researcher will see all information, they will not be able to identify anyone.

**How will this affect people?**

It won't affect people personally. The data used for the research will be anonymised so no one will be able to identify anyone.

The findings will be reported at group level. For example any reports would include statements such as: *“Over 70% of families on the programme were successful in reducing their offending behaviour for 6 months after receiving treatment as part of the programme.”*

The results will not be used to make any decisions about the service families currently receive and will not affect any benefits, services or treatment they may be entitled to.

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)

More information about the programme as a whole is available from [www.kirklees.gov.uk/strongerfamilies](http://www.kirklees.gov.uk/strongerfamilies)

If you would like to discuss the programme in more detail please contact: [stronger.families@kirklees.gov.uk](mailto:stronger.families@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.