

Privacy Notice (How we use your information)

Anti-Social Behaviour – Communities Service

Safer Kirklees are responsible for providing services across the district to robustly tackle Anti-Social Behaviour (ASB); they work in close collaboration with partner agencies to deliver victim focused solutions and a comprehensive response to ASB.

The effective sharing of information with partner agencies is essential to the delivery of effective services to ensure that individuals and communities are empowered, supported and safeguarded.

We have a partnership information sharing agreement in place which states that your information is used solely for the purpose of addressing Antisocial Behaviour and to ensure victims and perpetrators are identified correctly and bespoke solutions tailored to individuals.

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

- Personal information (such as name, date of birth and address):
 - Name
 - Date of Birth
 - Address
 - Housing status/tenure
 - Parent/ guardian, emergency contact, carer details
 - Anti-social behaviour and criminal information relevant to the case
- Characteristics (such as gender, ethnicity and disability):
 - 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:

- Identify you / your address to maximise the effectiveness of partnership working in relation to Community Safety, anti-social behaviour and safeguarding issues such as making an assessment of your vulnerability and support needs in order to support you effectively.

- Provide you, where appropriate, with the support that reduces your vulnerability to being a victim of anti-social behaviour, crime or serious harm.
- Evaluate and improve Safer Kirklees outcomes and to deliver the Partnership Agreement with Kirklees Homes and Neighbourhoods.
- Identify local trends and patterns.
- Develop and deliver performance data for case monitoring
- Compile legal files for use in either the County or Magistrates Court
- 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

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)(c) We have a legal obligation.
- 6(1)(e) We need it to perform a public task.

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:

- Section 115 of the Crime and Disorder Act 1998 (reduction and prevention of crime and disorder)
- S83 and 83ZA Housing Act 1985 Notice of Seeking Possession / Notice of Seeking Demotion of Tenancy
- S125a Housing Act 1996 Notice to Extend Introductory Tenancy trial period
- S128 Housing Act 1996 Notice of Proceedings for Possession – Introductory Tenant
- S143E Housing act 1996 – Notice of Proceedings for Possession for Demotion of Tenancy.
- Part 1 Injunctions - Anti-Social Behaviour Crime and Policing Act 2014
- Part 4 Community Protection - Anti-Social Behaviour Crime and Policing Act 2014 (CPNs, Closure of premises associated with nuisance or disorder etc)

Special category data

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)(f) Legal claims or judicial acts
- 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)

Where we need to process criminal offence data, Kirklees Council will meet the conditions set out under Article 10 of the UK General Data Protection Regulation (UK GDPR), Schedule 1, Part 2, conditions 10 prevention and detection of crime and 18 and 19 safeguarding.

How we store your personal information

Your information is safely stored on Kirklees Council secure network drives and cloud systems using password protected files.

We keep your data for 7 years. We will then dispose your information by manual deletion of files.

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 adults, vulnerable children and young people;
- To manage local authority performance;
- To identify and encourage good practice
- We have an obligation to work in partnership with other relevant agencies to reduce crime and ASB

We may share this information with:

Key Partnerships:

- Kirklees Homes and Neighbourhoods
- West Yorkshire Police
- West Yorkshire Fire and Rescue Service
- Kirklees Council Environmental Services
- Kirklees Council Legal Services

Additional Partners:

- Education Services
- Kirklees Council Housing Solutions
- Schools/colleges
- Substance misuse services
- Children's Services
- Adult Social Care
- Housing providers
- Supporting agencies
- GP's
- Mental Health services
- Offender management services
- Youth Justice Service

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: safer@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.