

Privacy Notice (How we use your information)

The Placement Team

The Placement Team identify independent fostering, residential or supported accommodation homes for looked after children and young people. The service works closely with the child's allocated Social Worker to secure the most appropriate and suitable home to meet each young person's individual needs.

The Placement Team work closely with a wide range of Ofsted regulated children's independent fostering agencies, residential children's homes and supported accommodation service providers to ensure they meet the required regulations and quality standards, ensuring the identified home meets the child/young persons' needs and agreed outcomes.

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

- Personal information relating to yourself; name, date of birth, address, and family members (such as name, date of birth, address and contact details)
- Characteristics such as; gender, ethnicity, religious beliefs, sexual orientation and any disabilities.
- Assessment information: social care needs and plan; personal and professional network; special educational needs; school information; relevant medical information; relevant background information regarding presenting issue/s; family time arrangements; placement provider details.
- Other personal information used on the placement referral form could include; Liquid Logic reference number, language spoken, country of birth, primary language, physical and mental health including medical conditions, hazard and risk information about you and others around you, current immigration status, proof of citizenship/residency.

Why we collect and hold this information

We use your personal data to:

- Provide you with the most appropriate home that can meet your care and support needs and fulfil our statutory requirements

- Ensure the selected provider can provide a suitable safe living environment that can meet your care and support needs
- Enable us to carry out specific functions for which we have a legal duty to provide
- Enable us to assess the quality of the services we use to meet your needs
- Evaluate and improve our performance and those of the selected providers
- 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;

- Children Act 1989, 2004
- Children Leaving Care Act 2000

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) We will only share special category data, including offence data, when it is deemed to be in the individuals and public best interest, to keep all parties safe.

9(2)(h) Health or social care (with a basis in law) We may need to use some special category data, such as your gender, disability, religious beliefs to ensure we are providing the right care and support services that are appropriate to you.

How we store your personal information

Your information is safely stored on our secure data base and secure network drives. We will hold your information for no longer than legally necessary. We will also ensure that only members of staff with a legitimate reason to access your information have permission to do so. Your information will only be kept for a specific amount of time to comply with statutory requirements, after which it will be securely destroyed

We will hold your information in line with our Retention Policies to ensure we only keep your information for as long as it is needed. In some instances, where multiple types of information are stored within our electronic records system, with different retention periods, we will need to keep all your information for the longest specified amount of time.

For young people who are subject to a Child in Need or Child Protection plan, information would be stored for 30 years, for Children Looked After this would be 75 years, and for adopted children, the information is stored for 100 years.

Placing orders with the successful providers must be retained by the Council for the current financial year + 6 years.

We will dispose of your information by electronic deletion.

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 manage local authority performance
- To administer and allocate funding
- 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; Ofsted
- Judicial agencies e.g., Courts, Prison/Probation services

- Placement providers and other partners such as police, health agencies, housing providers

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 several 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 ThePlacementsTeam@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.