

# Privacy Notice (How we use your information)

## Community Plus

Community Plus is a service working within local communities. We offer tailored one to one, short term support to people that would like to have a more connected, happy, independent, and healthier life. Our locally based community co-ordinators work alongside people, to connect them to groups, activities, and support in local communities. Additionally, Community Plus supports Community Groups to become established, grow and flourish.

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

- Personal Information:
  - Name
  - Address
  - Contact details (email/phone number)
  - Gender
  - Date of birth
- Characteristics:
  - Ethnicity
  - Health/disability
  - Sexual orientation
- Other:
  - Reasons for referral
  - Written case notes
  - Information about onward referrals we are making on your behalf and services we have signposted you to.

### **Why we collect and hold this information.**

We use this data to:

- Provide individuals and groups with high quality personalised support.
- Provide individuals and groups with the support needed to make positive changes.
- 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(a) Your consent. Most personal data will be collected under public task as we need it to provide this service to you. However, we will ask you some additional questions and you can choose whether or not to answer them (we will only collect this information with your consent). If you choose to give us this information and then change your mind, you can withdraw your consent for us to hold this information by emailing [community.plus@kirklees.gov.uk](mailto:community.plus@kirklees.gov.uk)

6(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:

- 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(a) Your explicit consent. You are able to remove your consent at any time. You can do this by contacting: [community.plus@kirklees.gov.uk](mailto:community.plus@kirklees.gov.uk)

9(g) Reasons of substantial public interest (with a basis in law)

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

9(i) Public health (with a basis in law)

## How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives.

We keep personal and group information and information about the support that has been provided in case of queries for:

- 8 years from case closure where support has been provided to groups, children and adults.

- 12 months from case closure where we have been unable to contact a group, child, or an adult.
- 20 years for cases or groups supporting adults where there has been an accepted safeguarding concern.
- 35 years for cases or groups supporting children where there has been an accepted safeguarding concern.

For cases where a safeguarding referral has been made and accepted by the Local Authority or Mental Health Crisis Service, we will create a separate safeguarding log and store this in our Kirklees Shared Drive in a secured folder for the retention periods outlined above.

After this time period we will then dispose your information by automatic electronic/ manual file deletion from our recording systems and Kirklees Council shared drive for Safeguarding Incidents.

## Who we may share your information with

We may sometimes share the information we have collected about you/ the group 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 adults.
- In the detection of fraud and/ or crime
- Any legal request by court or authorised body that requires us to release information to them.
- To identify and encourage good practice.

We may share this information with:

- Other services within Kirklees Council.

We do not share personal information about you or a group 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 [UK General Data Protection Regulation \(UK GDPR\) | Kirklees Council](#)

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:  
[Community.plus@kirklees.gov.uk](mailto:Community.plus@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.