

Privacy Notice (How we use your information)

Adult Social Care - Housing Related Support Team

Kirklees Intervention and Support Service

We commission and fund the Kirklees Intervention and Support Services which is delivered by Kirklees Better Outcomes Partnership in conjunction with a number of delivery partners. The service is a housing related support service for Kirklees residents aged 16+ and will provide support to you if you have vulnerabilities and support needs that may impact your ability to live independently. The service aims to provide you with support to enable you to have safe and suitable accommodation, to access learning and employment opportunities and achieve stability and wellbeing.

The service receives payment for outcomes achieved and maintains records to capture details of individuals receiving a service.

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

- Personal information: full name, date of birth, address / postcode, health, NHS Number, National Insurance Number, Financial, Email address, Next of kin, Telephone number and other household members.
- Characteristics: Gender, ethnicity, health, race, religious or philosophical beliefs and sex life / sexual orientation.
- Other: (where necessary to support you with your needs): such as, education/employment history, personal history/background.

Why we collect and hold this information

We use this personal data in order to:

- Provide you with the support you need to access housing, ensure your home is suitable and safe for your needs and maintain your tenancy / licence agreement.
- Provide required support to promote your long-term independence, health, wellbeing and improve your future life chances.
- Provide you with support accessing learning, training and employment opportunities.
- Support you to achieve your goals.
- Support you in accessing support services to help with your overall health and wellbeing.

- Meet our legal obligations.
- Enable us to carry out specific functions for which we are responsible.
- To assess the quality of our services – whether we provide it or ask others to do this on our behalf.
- Evaluate and improve our performance.
- Derive statistics and intelligence which inform decisions about future delivery of services.
- Provide statistical and research information.

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:

- Local Government Act 1972
- Housing Act 2004
- Homelessness Reduction Act 2017
- Care Act 2014
- Health and Social Care Act 2012
- Crime and Disorder Act 1998
- Domestic Abuse Act 2024

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)(b) Employment, social security and social protection (if authorised by law)
- 9(2)(g) Reasons of substantial public interest (with a basis in law)

We also collect criminal offence data where there are safeguarding concerns that need to be addressed for the safety of all other occupants and staff members. 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 (UK GDPR).

How we store your personal information

Your information is safely and securely stored in a secure data centre in the UK.

We keep your information for 7 years after the end of the contract. We will then dispose your information by both automatic and manual deletion methods.

Should you require any additional information please contact:
housingrelated.support@kirklees.gov.uk

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 provide required support;
- To safeguard vulnerable children and young people;
- Prevention and detection of criminal activity;
- To manage performance;
- To administer and allocate funding;
- To identify and encourage good practice

We may share this information with:

- Other services within Kirklees Council such as Housing, Adult Social care, Welfare and Exchequer (Housing Benefit support), Communities, Youth Offending;
- National government departments e.g. DWP, NHS, Department for Education, Ministry of Housing, Probation;
- Other partners such as health, emergency services, voluntary and community organisations, third sector support providers, registered providers of social housing, contractors delivering services on your behalf.

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: housingrelated.support@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.