



Privacy Notice (How we use your information)

Family Group Conference Service

Kirklees Council FGC Service takes its obligations under the Data Protection legislation very seriously. The main laws are the Data Protection Act 2018 and the General Data Protection Regulation. The information you provide to the Council will be subject to rigorous measures and procedures to make sure that it cannot be seen, accessed or disclosed to anyone who should not see it. Our service also needs to use sensitive personal data relating to you (also called “special category data”) which requires more protection by us to keep it safe. Kirklees Council are the owner (data controller) of this information and therefore obliged to fully comply with the relevant Data Protection laws and regulations.

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

- Personal information (such as name, date of birth, address, telephone number and assessment information)

Why we collect and hold this information

Any personal and sensitive information you provide will be collected and used by the FGC service for the purposes of facilitating your Family Group Conference. We do not routinely share information with other professionals without your consent. Please note, we would hope you fully engage in this process, however there may be circumstances where we may be required to share your information without your agreement in order to safeguard a child, as we are legally required to do so.

The lawful basis on which we use this information

We collect and process information about you under:

- Article 6: 1(a) – the data subject has given consent to the processing of his or her personal data for one or more specific purposes

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. A copy of the referral information shared with us, your Family Plan/s and any contact details you have shared with us is kept by the service on a secure server for 3 years before deletion. This is to better enable us to support your family again if re-referred within this timescale.

Sharing this information

In cases of Social Care referrals, a copy the referral and your Family Plan/s are held on electronic file kept on the Liquid Logic Children’s Social Care system. They are required by law to keep these records for varying lengths of time depending on individual circumstances.



This information is set out in a retention schedule. More information can be given to you on request.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

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:

Joanne Jennings – joanne.jennings@kirklees.gov.uk 01484 221000

or Siobhan Corcoran – siobhan.corcoran@kirklees.gov.uk 01484 221000

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.