

Privacy Notice (How we use your information)

Kirklees Families Together Entry Point

Kirklees Council Early Support Service work in partnership with Locala, South West Yorkshire Partnership Foundation Trust and Kirklees Education Psychology. We work to understand the needs of families contacting the service to provide the right support for you. We work to promote the positive emotional well-being and mental health of children, young people and families in Kirklees providing information, advice, programmes of support, and where necessary direct therapeutic support for children and young people. We work together to provide a coordinated response, signposting to other support services if appropriate.

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

- Personal information (relating to you/next of kin/carer)
 - Child Name (and preferred name)
 - Child Date of Birth
 - Child Address
 - Main spoken language
 - Name of referrer
 - Relationship to the child/young person (if applicable)
 - Main spoken language
 - Address
 - Telephone number
 - Email address
- Characteristics (relating to the child/young person):
 - Race and / or ethnic origin,
 - Religious or philosophical beliefs,
 - Disability
 - Young carer / Parent carer
 - Health
 - Sexual orientation
 - Communication needs
- Other:
 - Reason for contacting the service: presenting issues, other services supporting your family, family information, school information, relevant background information regarding presenting issues.
 - Personal circumstances to enable assessments to be made regarding support requirements.
- The above information may have been provided by you or by other services providing support such as Council services, NHS or education providers.

Why we collect and hold this information

We use this personal data in order to:

- Provide you and your family with support from the Kirklees Families Together and Kirklees Keep in Mind service.
- Provide you and your family with the support they need to manage/resolve the presenting issues.
- Ensure children and young people get the necessary emotional wellbeing or mental health support.
- Enable us to carry out specific functions for which we are responsible.
- Enable us to deal with and respond to enquiries or complaints
- Evaluate and improve our performance and the services we offer.
- 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:

- Mental Health Act 1983
- Mental Health Act 2007
- Children's Act 1989
- Childcare Act 2006
- Children and Young People Act 2008
- Children and Families Act 2014

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

9(2)(h) Health or social care (with a basis in law)

How we store your personal information

We will hold the information about you on our secure databases and networks. We will hold your information for no longer than reasonably necessary, to comply with statutory requirements, after which it will be securely destroyed. We will also ensure that only members of staff with a legitimate reason to access your information have permission to do so.

In some instances, where multiple amounts 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 plans, 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.

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 the most appropriate support for families
- To provide a coordinated response for families
- To safeguard vulnerable children and young people
- To develop national policies
- 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;
- Schools and other learning settings
- National government departments including Department for Education; and Ministry of Health, Communities and Local Government
- The Local Government Ombudsman who investigates complaints
- Statutory agencies such as Ofsted
- Other partners such as Locala, South West Yorkshire Partnership Foundation Trust, health and police.

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:

FamiliesTogetherEntryPoint@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.