

Privacy Notice (How we use your information)

Mental Health in Families team

The Mental Health in Families team are here to bridge the gap between adult mental health services and children's social care. We help professionals from each service to consider how the mental health of a parent may impact upon a child, and what they can do to support families in this situation. With this support, many families grow stronger and develop ways of coping that mean that children are less likely to have similar difficulties to their parents in the future.

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

- Personal information (in relation to yourself and household members)
 - Name
 - Date of birth
 - Contact details (address/email/telephone number)
 - Any health issues
- Characteristics
 - Gender
 - Ethnicity/race
 - Religious or philosophical beliefs
 - Sex life or sexual orientation
- Other
 - Information from existing assessments
 - Relevant medical information
 - Social care needs
 - Special educational needs information

Why we collect and hold this information

We use this information in order to:

- Understand the impact of a carer/parent's mental health on children within the same household
- Contribute to assessments
- Ensure that the family have access to the best family support options for their circumstances and can find the best ways to cope for themselves
- Understand the child's lived experiences and help them to build resilience
- Strengthen relationships and the functioning of the family
- Improve the overall wellbeing of the family

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
- Children Act 2004
- Human Rights Act 1998 Article 8

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)

Do we ask you for consent?

We use your information to deliver the early help services to you under our statutory duties. This means that we will not ask you for consent to use your information or share it with partners who will deliver those services. However we will explain what we are doing with your information, who we will share it with and importantly why. This means that there will be no surprises as to who is involved with you and your family. If you have any concerns about your information being shared then speak to your allocated worker - they will explain why it's necessary but also listen to your concerns to make sure that we work with you.

How we store your personal information

Your information is safely stored on a database on the Kirklees Council network. There is limited access via log in and password for selected employees only.

We keep the personal information identified above for DOB +25 years. We will then dispose your information by manual destruction. This is in accordance with the Early Support retention schedule.

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 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;
- National government department e.g. Department for Education;
- Other partners such as health and the 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:
mentalhealthinfamilies@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.