

Privacy Notice (How we use your information)

Migration Team

Kirklees Council is a place of welcome. Kirklees works with a range of key partners to ensure that those settling in Kirklees have the support they need. This may include providing you and your family with housing support, education, accessing financial support as well as support with your health and wellbeing.

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

Personal information (relating to you and other family members). This information may be provided by you or third-party organisations we work with such as (but not limited to) the Home Office, Mears, Migration Yorkshire, Migrant Help, Police/Fire Service, Probation:

- Full name
- Address
- DOB
- Telephone Numbers
- Email address
- Migration Status
- Home Office Application Number
- Lifestyle and social circumstances, housing needs, employment and education needs, financial information
- Criminal offence data

Characteristics

- Gender
- Ethnicity
- Religious/philosophical beliefs
- Language(s) spoken
- Health/disability
- Sex life/sexual orientation

Why we collect and hold this information

We use this personal data in order to:

- Verify your identity and determine your eligibility for certain services.
- Assess you and your family's needs in order to deliver a service to you and or handle any concerns or queries you raise with us.
- provide you with the support you need.
- Refer you to appropriate support services.
- Understand your support network and provide you with appropriate services specific to your needs.
- Consider any safeguarding concerns, vulnerability or any reported risks posed to yourself or others.
- Keep a record of the support and services provided to you including a record of what support you need now and/or in the future.
- Deliver health and social care services specific to the needs of you/your family.
- Ensure support across various service/supports areas by way of multi-disciplinary meetings to ensure those involved in supporting you and your family are informed and thereby better able to provide support.
- meet statutory requirements.
- improve our service delivery and plan future service developments.
- equality monitoring.

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)(e) We need it to perform a public task.
- 6(1)(c) Legal obligation

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:

- Immigration and Asylum Act 1999
- Welfare Reform and Work Act 2016
- Children and Families Act 2014
- Children and Social Work Act 2017

- Children Act 1989
- Safeguarding Vulnerable Groups Act 2006
- Health and Social Care Act 2012
- The Immigration Act part 5.
- Section 1 of the Localism Act 2011
- Housing Act 1996 – Establishes duties for local authorities regarding homelessness assistance and housing allocations.
- Homelessness Reduction Act 2017 – Requires councils to take reasonable steps to prevent and relieve homelessness.
- Local Government Act 1972 – Grants councils general powers, including emergency housing provisions.
- Homelessness Code of Guidance – Provides detailed guidance on local authority responsibilities.
- Mental health support (Social Care act 2014)
- Children Act 1989 – s1 Nationality, Immigration and Asylum Act 2002.

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

Where we need to process criminal offence data, Kirklees Council will meet the conditions in the UK GDPR (Article 10).

How we store your personal information

Your information is safely stored Kirklees Council secure network.

Depending on the support that you receive, depends on how long we keep your personal data. It could be from 1 month to up to 5 years. Where information received by our service warrants the involvement of another service, they will keep your information in accordance with their own retention schedule. We will then dispose of your information by manually deleting it.

For more information about how long we keep your data please contact us at MigrationandResettlement@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 safeguard vulnerable adults and young people, and children
- To refer you to the relevant services
- To ensure you have appropriate support in place to support the needs of you and your family

We may share this information with:

- Other services within Kirklees Council such as, but not limited to:
 - Adult Social care
 - Children's Services
 - Education Safeguarding (Pupil admissions and International New Arrivals Team)
 - Customer and Exchequer Services (Free School Meals)
 - Housing
- Other Local Authorities
- Public Health
- Locala/other health services Ensuring a GP is in place, that you have support to address any health needs you have, TB service and Health Visitor for those aged under 5
- Contracted services/third party providers/voluntary organisations –
- Government organisations such as: Home Office, , Border Force/Immigration Services
- Migration Yorkshire
- Mears Housing Group
- Migrant Help
- KAL – Kirklees Active Leisure
- Police/Fire Service

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:
MigrationandResettlement@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.