

# Privacy Notice (How we use your information)

## Placement Support Team

The Kirklees Placement Support Team work in partnership with Locala, Northorpe Hall Child & Family trust and South West Yorkshire Partnership Foundation Trust. We work to promote the positive emotional well-being and mental health of children who are new to care, children already in care and those who have left care. We work with children and young people and/or their care givers to help signpost them to support services and, where necessary, offer emotional wellbeing clinics and arrange consultations with professionals to provide direct therapeutic mental health/emotional wellbeing support.

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

- Personal information: name, address, contact details, location data, date of birth.
- Characteristics: gender, ethnicity, disability, racial or ethnic origin, religious beliefs, physical or mental health condition.
- Assessment information: social care needs and plan; personal and professional network; special educational needs; school information; relevant medical information; relevant background information regarding presenting issue/s; family time arrangements; placement provider details.
- Personal circumstances to enable assessments to be made regarding placement support.

The above information may have been provided by you or by other services providing social care such as the Council's Children's Social Care Team, the NHS, or education providers.

### Why we collect and hold this information

We use this personal data in order to:

- Provide children and young people and/or their carers with a Placement Support Service as part of Kirklees Council's Social Care offer
- Provide children and young people and/or their carers with the support they need to increase the longevity and security of their placement and to prevent placement breakdown
- Ensure children and young people get the necessary health and care support
- Enable the Placement Support Team to carry out specific functions for which we are responsible
- Assess the quality of our service
- 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)(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:

- Health and Social Care Act 2015
- Children's Act 1989 and 2004

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 securely on our secure data base and secure network drives. We will hold your information for no longer than reasonably necessary. We will also ensure that only members of staff with a legitimate reason to access your information have permission to do so. Your information will only be kept for a specific amount of time in order to comply with statutory requirements, after which it will be securely destroyed.

We will hold your information in line with our Retention Policies in order to ensure we only keep your information for as long as it is needed. 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 safeguard and support 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: Social Care; Virtual School; Child and Family Review Unit; Housing, Disabled Children's Service; MST; YOT; Commissioning
- Schools and other learning settings
- 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: CAMHS; Northorpe Hall; SWYFPT

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](mailto: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: [placement.support@kirklees.gov.uk](mailto:placement.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](mailto: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.