

## **Privacy Notice Short Breaks Activities**

This notice provides details of how Kirklees Council collects and uses information from Short Breaks activities for children and young people with additional needs and disabilities, and their families. For more general information about how Kirklees Council uses your information, please refer to our general privacy notice.

Kirklees Council All Age Disability Service is committed to enabling disabled people to live their lives as independently as possible, whilst making sure that people who need support still get the help they need.

In order to maximise independence and resilience Kirklees are working effectively with partners to offer a range of Short Breaks opportunities to children and young people with additional needs and disabilities and their families. To help to ensure the most appropriate opportunities are available to residents we use data and information from a range of sources including data gathered from people who use these services. Information collected will provide guidance to the Short Breaks programme and to communities to ensure we provide appropriate opportunities to local children and young people and their families.

### **The Team who use the information**

The Disabled Children's Service of The All Age Disabilities Service Kirklees Council.

### **Why do we collect information about you?**

Information is collected to help us to understand the impact of the Short Breaks offer and provide evidence of where children and young people with additional needs and disabilities are able to attend community based provision. The collective information provides data about community composition and will influence and inform decisions about future opportunities, including funding decisions.

### **How we use this information**

Information will be used to monitor access and to evaluate the activities. It will also provide information to develop suitable new opportunities, services and events, so future opportunities are based on the need of the community.

### **Where we store the information**

Personal data is handled with care and is stored securely. Partners will collect the information and return it to the Council. The data is destroyed after 1 year. No personal identifiable information is shared with other services; general collective data of group need for example may be shared with other departments.

### **Why we need the information**

The information gathered will form part of the evaluation to justify the use of funding to community based partners. It will evidence whether the programme has been successful in providing for the target audience and will inform future decisions.

### **Who we share the information with**

Where relevant it may be necessary to share collective information with other Council Services. To do this personal data, name, date of birth, address, telephone number and email address, would be removed from the data that is shared. Information may be shared with Communities, Transformation and Change and Learning and Early Support.

**Why we share information**

We share information to ensure that residents have appropriate opportunities available to them.

**How this will affect you**

The data collected will influence future funding opportunities and decisions with regards to the All Age Disability Short Breaks Offer and will provide evidence as to where disabled children and young people are successfully accessing open access community provision.