

Privacy Notice (How we use your information)

Youth Offending Team –Victim Services

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

- Personal information (such as name, date of birth and address, email address, telephone number)
- Characteristics (such as gender, ethnicity)

Why we collect and hold this information

We use this personal data in order to:

- ✓ Provide you with a service;
- ✓ Enable us to carry out specific functions for which we are responsible;
- ✓ Assess the quality of our services;
- ✓ Evaluate and improve our performance and our policies on children's services;
- ✓ Derive statistics which inform decisions about future delivery of services;
- ✓ Fulfil our statutory requirements e.g. reporting to Government;
- ✓ Provide appropriate pastoral care;
- ✓ Carry out Equality Monitoring;
- ✓ Prevent offending and reoffending by young people

The lawful basis on which we use this information

Under the General Data Protection Regulations, Kirklees Council collects and uses this information under powers given to Local Authorities (councils). The following categories of lawfulness apply:

- 6(1)(a) Consent of the data subject;
- 6(1)(c) Processing is necessary for compliance with a legal obligation;
- 6(1)(e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

We also collect Special Category data under Article 9 of the General Data Protection Regulations.

The following categories apply:

- 9 (2)(a) Explicit consent

This is in order for us to fulfil our statutory obligations under various UK laws, including but not limited to the following legislation:

Domestic Violence, Crime and Victims Act 2004 supported by the provisions in the Code of Practice for Victims of Crime.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. Your information is stored securely on database and document management systems with stringent access and use policies. We also undertake quality checks and monitoring to ensure the information we hold is accurate at the time and being used appropriately.

The length of time that we will hold the information will depend on the period of time the Service is involved. Information will be destroyed on completion of the intervention.

Who we share this 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 manage local authority performance;
- To administer and allocate funding;
- To identify and encourage good practice;
- To prevent offending by young people.

We may share this information with:

- Other services within Kirklees Council;
- National government department e.g. Ministry of Justice;
- Other partners such as the police

Why we share this information

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at www.kirklees.gov.uk/privacy

If you would like further information about this privacy notice, please contact: Christine Bennett, Practice Improvement Lead, at GDPRChildrensServices@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.