

## **Privacy Notice (How we use your information)**

### **Youth Offending Team**

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

- personal information (such as name, date of birth and address)
- characteristics (such as gender, ethnicity and disability)
- information relating to offences and court appearances
- information relating to episodes of being a child in need (such as referral information, assessment information, and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)

### **Why we collect and hold this information**

We use this personal data in order to:

- Provide you with and your family with a number of services;
- 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;
- Carry out research including consultations;
- Provide appropriate pastoral care;
- Carry out Equality Monitoring;
- Identify children as part of the CP-IS programme
- Identify families eligible for inclusion in Troubled Families Programme
- 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)(b) Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract;
- 6(1)(c) Processing is necessary for compliance with a legal obligation;
- 6(1)(d) Processing is necessary to protect the vital interests of a data subject or another person;

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.

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

- Children Act 1989, 2004
- Health & Social Care Act 2012
- Health and Social Care (Safety and Quality) Act 2015
- Education Regulations 2013
- Children and Social Work Act 2017
- Care Act 2014
- Mental Capacity Act 2005
- Mental Health Act 1983
- Local Safeguarding Children & Adults Boards Regulations 2006 (SI 2006/90)
- Localism Act 2011
- Crime and Disorder act 1998
- Welfare Reform act 2012
- Childcare Act 2006
- Equality Act 2010
- Police and Criminal Evidence Act 1984 (PACE)
- Legal Aid Sentencing & Punishment of Offenders Act 2012 (LASPO)

## **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 reason for collection and processing, and whether or not a specific retention period is outlined in statute. For example, for looked after children the retention period for data is 75 years.

## **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 develop national policies;
- 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 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.

## **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](http://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](mailto: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](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.