



# Children's Rights Team Privacy Notice

If you have any difficulty understanding this Privacy Notice you can contact us at [children.rights@kirklees.gov.uk](mailto:children.rights@kirklees.gov.uk) or you can ask an adult to help as it can be confusing.

## Who are we?

We help and support children and young people to challenge and question services and decisions that affect their lives. We provide a children's rights service, arrange independent visitors for young people, advocacy and support for young people with problems, and arrange participation activities to help young people make themselves heard.

## What is advocacy?

Young people deserve to have someone on their side - someone to stand up for them. We are there for young people who need someone to support them, protect their rights and help them speak out. Our advocates are independent and are there to help and advise you.

## What is personal data?

Anything that can identify you is your personal data. This could be things like your name or a photo of you, but it is also things like your email address or online gamertag.

There are some types of data we have to be extra careful with. These are known as special category data. This could be something like an illness you have, your gender, or what religion you are.

The main reason we need your personal data is so that we can provide you with the help you need from us.





We will keep a record of our involvement with you and any advocacy we do on your behalf, which may include some information from other services and people who help you too.

## Why we keep personal information about you?

Just because we have your personal data, it does not mean we can do what we want with it, we must follow some rules. Sometimes we must ask you if we can use it, and if you say no then we cannot. The Children's Rights Team does a lot of work, so there are times and more rules that say we must use your personal data to do our work.

## How do we collect information about you?

We use Children's Social Care Records so we can contact children and young people and / or their carer to tell them about what we do and how we do it. We also get information from you, your carer or somebody else who works with you.

## How do we use your information?

We use this personal data to help us:

- Provide you with Advocacy services
- Provide you with the support you need to be aware of your rights and responsibilities
- Send you a birthday card and Christmas card each year
- To carry out the things we need to do
- Find out how well we are doing
- Help us do things better

We could also use it because of an event you have taken part in, or competition that we organised, to make sure if you win you get your prize.

Sometimes so that we can do our work, we might need to share your personal data, or other people might share it with us. We are very careful about how we do this, so there are rules about it that we need to stick to.





## How long do we keep your information?

We only keep your personal data for as long as we need it and sometimes, we have to follow rules about how long we must keep it for and this might be for a very long time.

## Do I have a say in what happens to my information?

Yes, you do. You have lots of 'rights' and this includes when we use your data. One of these is the right to know what we do with it. You can ask us to tell you what personal data we have about you, or if we will stop using it or delete it. If you think any of the information is wrong, you can ask us to correct it.

## Who makes sure you follow all the rules?

We have someone in the Council called our Data Protection Officer, and their job is to protect your information. This means that they make sure we are following all the rules, and your information is safe.

Because of how important it is to keep your information safe, and to follow all the rules, you can contact the Data Protection Officer if you are worried about what we do at [dpo@kirklees.gov.uk](mailto:dpo@kirklees.gov.uk) or by ringing 01484 221000.

There is a business whose job it is to make sure we follow the rules and can tell us off if we do things wrong. You can contact them via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.

