

# **Privacy Notice - How we use your information**

## **Family Intervention Team**

Calderdale Metropolitan Borough Council of Town Hall, Crossley Street, Halifax, HX1 1UJ is registered with the Information Commissioners Office (ICO) under the provision of the Data Protection Act 2018. The Council takes its responsibilities as Data Controller under the Data Protection Act and UKGDPR very seriously.

This privacy notice explains how your personal information will be processed if you receive support from Calderdale Council's Family Intervention Team (FIT) to assess and support the needs of a family and to help a young person with independent living, including all of the following programmes and support available:

- Supporting families
- Healthy Early Years Support (HEYS)
- Parenting Courses
- Respect
- Early Help Hub
- Positive Choices
- Family Group Conferencing
- Early Intervention Panel
- Missing Children
- Caring Dads
- Positive Choices 2

### **The type of information we will collect:**

The following types of information will be collected where necessary about you and your family, either directly, from other services in the Council, or from other organisations who provide it to us in referrals, reports, or in meetings:

- Name, address and date of birth
- Contact details
- Gender
- Sexual orientation
- Ethnicity
- Religion
- Educational information
- Health information including disabilities/learning difficulties
- Employment details
- Family life, finances and housing details
- Anti-social behaviour
- Emergency contact details
- Registered GP and other health professional details

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

The personal data you have provided will be used to provide early education, health, housing, family support and advice to improve services for your family. We will process your personal information in order to:

- identify which families need our support
- understand and meet the needs of families
- deliver help under the relevant programmes listed above
- deliver parenting courses to help families to develop skills to improve relationships
- to help young people with independent living
- contact you and keep you informed of relevant information
- obtain feedback to help us to understand the effectiveness of the FIT service and plan future services
- to record outcomes for the Government to understand whether the Supporting Families programme has been effective in helping families, whether it is a good use of public money and the degree to which services improve over time.

### **Sharing your personal data**

We share information where we need to with other Council Children's Services like social work, education, youth offending and other services like public health and adult social care. We share data where applicable with the National Troubled families programme. We also share information with other organisations like schools and academies, health services, police, HEYS partners and voluntary organisations that can help you. We only share information where necessary to help provide the services you have asked for or where we are required to by law.

### **The lawful basis for the processing your data**

- Article 6(1)(c) – for compliance with a legal obligation to which the controller is subject, e.g., the Children's Act 2004 and Childcare Act 2006.
- Article 6(1)(e) – for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Article 9(2)(b) – To comply with employment, social security and social protection law; Article 9(2)(h) – Health or Social care; and Schedule 1, part 1 of the Data Protection Act 2018.

### **Retaining your personal information**

Your information will be kept for a maximum of the following retention period from the Child's date of birth dependent upon the nature of the case, or in accordance with any legal obligation the Council is subject to, at which time it will be securely destroyed:

- Family Support - 7 years
- Child in Need case - 25 years
- Child Protection Case - 40 years
- Looked after Child case - 70 years

All information gathered for the purposes of the Supporting Families programme will be retained for up to one year after the programme ends to allow for evaluation, after this time it will be securely destroyed.

### **Your rights**

The GDPR provides the following rights for individuals. Not all rights are absolute and therefore will only apply in certain circumstances:

1. The right to be informed

2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

You also have the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law. The Council's Data Protection Officer is Tracie Robinson and can be contacted at [information\\_management@calderdale.gov.uk](mailto:information_management@calderdale.gov.uk). You also have the right to lodge a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).

For further information on how we use your data please contact the Family Intervention team at [FIT.Team@calderdale.gov.uk](mailto:FIT.Team@calderdale.gov.uk)